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 Child and Adult Care Food Program

Indiana Department of Education Sponsor Training Manual

Sponsor Enrollment

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1 Introduction

Overview

Welcome to the Indiana Department of Education (DOE) *CNPweb* sponsor training manual for Sponsor Enrollment (version 1.0). This training manual has been developed by Dynamic Internet Solutions for every sponsor who will use the Child and Adult Care Food Program portion of the *CNPweb* on the DOE website.

CNPweb Website

All levels of government are facing new challenges. Limited resources, increasing expectations, and heightened public scrutiny means choices must be made with care. How can government administrators maximize service delivery to customers, and take advantage of new technologies to customize government for the consumer?

The DOE has been using several different software programs to assist in the administration of the Child and Adult Care Food Program. These legacy systems are outdated and no longer meet the demanding needs of the sponsors and schools who participate in the Child and Adult Care Food Program.

The DOE would like to leverage the Internet as the primary means for capturing, processing and presenting the information associated with the *CNPweb* to participating sponsors and centers.

The DOE provides help with the administration of government programs through the implementation of the *CNPweb*, a web-based software application that supports improved business practices in several areas of service for clients.

In general, the *CNPweb* provides the following benefits:

- Provides immediate, real-time feedback to sponsors regarding their application, centers, and claims.
- Provides sponsors with the ability to enroll, update applications, and make claims online.

Training Manual Features

The Child and Adult Care Food Program SPONSOR ENROLLMENT TRAINING MANUAL provides you with the skills and knowledge you need to begin using the *CNPweb*. Specifically, this manual:

- Provides you with a general understanding of how the *CNPweb* fits into the ongoing work of the DOE Child and Adult Care Food Program.
- Explains how to use each of the *CNPweb* features for participating in the Child and Adult Care Food Program related to enrollment and renewal packets.

Within each chapter, you will find the following features:

- Screen captures provide examples of *CNPweb* pages.
- Step-by-step instructions are numbered and take you through each procedure.
- Key points ensure that you don't miss critical information.

In addition, this manual includes a feedback page so you can recommend improvements to our training materials.

Access the Website

Before you can use the *CNPweb*, you must have the following:

- Access to the Internet.
- A valid user ID and password from the Indiana Department of Education (DOE).



If you need a user ID or password, or if you need to change your password, contact the DOE.

Access the Sponsor Summary Page

To access the *CNPweb* SPONSOR SUMMARY page:

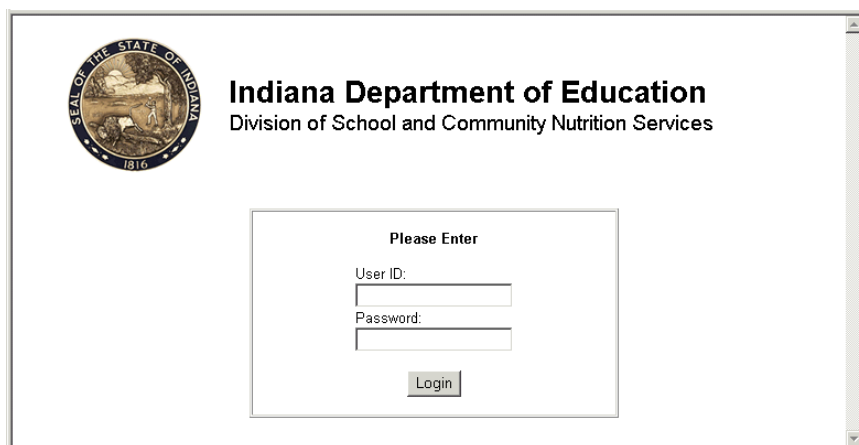
- Step 1:** Turn on your computer and login (as usual) to your computer network.



*You can also access the *CNPweb* from any computer connected to the Internet.*

- Step 2:** Open your Internet browser.

- Step 3:** Open the Division of School and Community Nutrition Services *CNPweb* using this URL (*CNPweb* address):
<http://scnweb.doe.state.in.us/>
 The *CNPweb* displays the Division of School and Community Nutrition Services login page.



Screen 1: The Division of School and Community Nutrition Services *CNPweb* login page.

Step 4: Type your user ID and password.

Step 5: Click LOGIN.



If you provide an incorrect user ID or password, an error message displays on the Login page. If you cannot remember your user ID or password, contact the DOE.

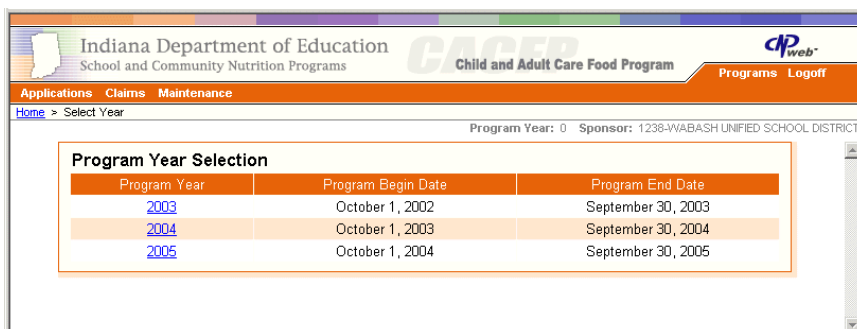
The *CNPweb* displays the program selection menu.



Screen 2: The Division of School and Community Nutrition Services program selection menu.

Step 6: Click CHILD AND ADULT CARE FOOD PROGRAM.

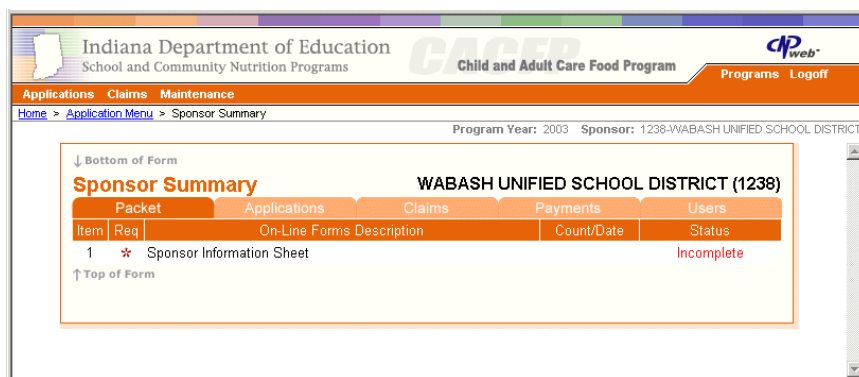
The *CNPweb* displays the PROGRAM YEAR SELECTION page.



Screen 3: The *CNPweb* Program Year Selection page.

Step 7: Click CURRENT PROGRAM YEAR.

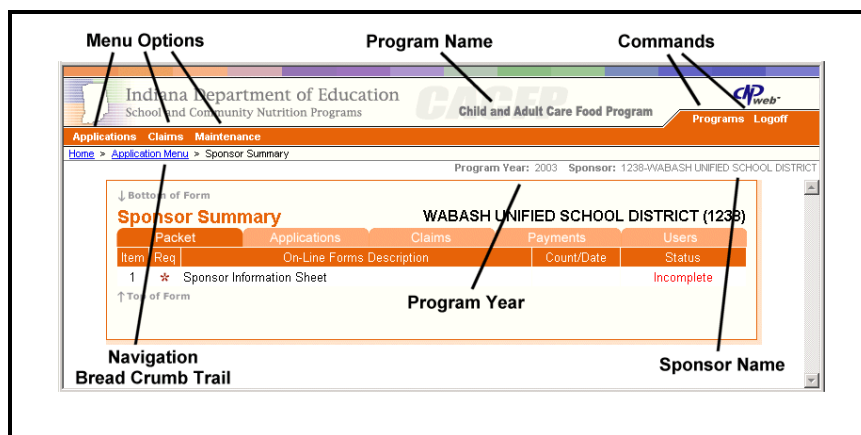
The *CNPweb* displays the SPONSOR SUMMARY page.



Screen 4: The Sponsor Summary page.

Page Content Overview

Each page of the *CNPweb* provides basic information and access to common commands.



Screen 5: The CNPweb main page pointing out standard page information.



Each Child Nutrition Program serviced by the *CNPweb* uses a different color. The Child and Adult Care Food Program color is orange.

Each page of the *CNPweb* displays the following pieces of information in the page heading:

Item	Description
Program Name	The selected program name, Child and Adult Care Food Program, appears in the white band.
Commands	<p>The following commands are always available in the orange menu band in the page header:</p> <ul style="list-style-type: none"> ■ Programs – allows you to return to the Program Selection Page where you can change from the Child and Adult Care Food Program to another program (if your organization participates in another Division of School and Community Nutrition Services program. ■ Logoff – allows you to quickly logoff from the Child and Adult Care Food Program and Division of School and Community Nutrition Services website.

Item	Description
Menu Options	<p>The following menu options are available in the orange menu band in the page header:</p> <ul style="list-style-type: none"> ■ Applications – allows you to add and maintain the each type of information sheets (sponsor, center, and provider) needed to participate in the Child and Adult Care Food Program. ■ Claims – allows you to submit and modify reimbursement claims to the Child and Adult Care Food Program. ■ Maintenance – allows you to view portions of your organization's setup created by the DOE that determines your participation in the Child and Adult Care Food Program.
Navigation Trail (Bread Crumb Trail)	<p>In the white band below the menu, the <i>CNPweb</i> provides you with a navigation trail. This trail shows your location within the menu options at all times.</p> <hr/> <p><i>You can use the bread crumb trail to quickly return to a previous page by clicking on the abbreviated page title.</i></p>
Program Year	<p>Located below the navigation trail and to the right is the currently selected program year. The <i>CNPweb</i> requires you to select a program year before you can perform any activities.</p> <hr/> <p><i>You can change the program year by clicking on this screen element.</i></p>
Sponsor	<p>Located next to the program year is the sponsor ID and name of your sponsor organization.</p>

Sponsor Tasks

The following table identifies the Child and Adult Care Food Program enrollment tasks and where you can learn about them in this training manual.

Category	Task Description	Page
Sponsor Information Sheet		
	Add a sponsor information sheet to your packet	22
	Correct input errors in a sponsor information sheet	25
	Edit an unapproved sponsor information sheet	30
	Revise an approved sponsor information sheet	33
	Review the contents of a sponsor information sheet	37
	Review a previous year's sponsor information sheet	39
	Delete an unapproved sponsor information sheet	42
Center Information Sheets		
	Add a center information sheet to your packet	46
	Correct input errors in a center information sheet	49
	Edit an unapproved center information sheet	55
	Revise an approved center information sheet	58
	Review the contents of a center information sheet	61
	Review a previous year's center information sheet	64
	Delete an unapproved center information sheet	66

Category	Task Description	Page
Provider Information Sheets		
	Add a provider information sheet to your packet	70
	Correct input errors in a provider information sheet	73
	Edit an unapproved provider information sheet	78
	Revise an approved provider information sheet	81
	Review the contents of a provider information sheet	85
	Review a previous year's provider information sheet	87
	Delete an unapproved provider information sheet	90
Renewal and Enrollment Packets		
	Review the contents of your packet	93
	Submit your packet to the DOE	96
	Correct your packet and resubmit it to the DOE	97

Logoff

Each time you finish using the *CNPweb*, you will exit the website. The LOGOFF option appears in the header of every *CNPweb* page in the orange menu at the right of the screen.

To exit the *CNPweb*:

- Step 1:** Click LOGOFF.
The program displays the Division of School and Community Nutrition Services login page.

CNPweb Access

There are two methods for easy access to the Division of School and Community Nutrition Services *CNPweb* from your own computer.

- Add a bookmark or favorites to your browser while on the LOGIN page.
- Create a desktop shortcut that will open your browser to the LOGIN page.

Internet Explorer allows you to create a desktop shortcut for any *CNPweb* page that is currently displayed in the browser.

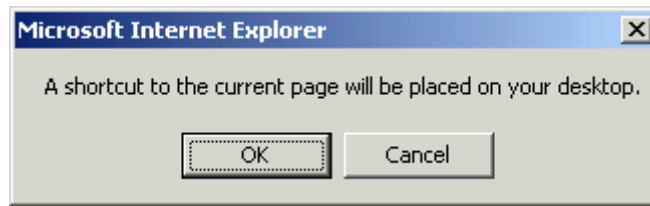
To create a desktop shortcut using Internet Explorer version 6:

- Step 1:** Display the login page in your browser.



For more information, see "Access the Sponsor Summary Page" on page 2.

- Step 2:** Place your cursor anywhere inside the browser window.
- Step 3:** Right click.
The browser displays a menu.
- Step 4:** Select CREATE SHORTCUT.
The browser displays a shortcut confirmation window.



Screen 6: The desktop shortcut confirmation window.

Step 5: Click OK.

The shortcut has been added to your desktop.



Screen 7: An example of the Division of School and Community Nutrition Services desktop shortcut.

Once you have created this desktop shortcut, you can quickly access the Division of School and Community Nutrition Services *CNPweb* by double clicking on the shortcut. Your computer will automatically open Internet Explorer and display the Division of School and Community Nutrition Services *CNPweb* login page.

2 CACFP Basics

Overview

The *CNPweb* provides the tools that allow the Indiana Department of Education (DOE) Division of School and Community Nutrition Services staff and CACFP sponsor organizations to easily submit, review, and maintain the required program paperwork throughout each program year. As a sponsor, you use the *CNPweb* to document your participation in these programs.

Enrollment & Renewal Packets

Before the start of the program year, your organization must submit one of the following, based on your previous participation in the Child and Adult Care Food Program:

- **Enrollment Packet** – New sponsors submit an enrollment packet prior to participating in the CACFP program.
- **Renewal Packet** – Returning sponsors submit a renewal packet before the start of a new program year.

The *CNPweb* allows you to easily create and submit the appropriate packet.



The Indiana DOE may submit enrollment packets for new sponsor organizations.

The *CNPweb* identifies the specific components your organization must submit in your packet. In general, each packet consists of a combination of on-line and off-line forms customized for the way your organization implements the Child and Adult Care Food Program features.

Each packet consists of the following types of forms:

- **Online forms** – your sponsor, center, and provider information sheets that you fill out and submit using the *CNPweb*.
- **Off-line forms** – the other types of forms and documentation that the DOE requires or requests that you submit for review.

Packet Online Forms

Your packet consists of the following on-line forms:

- **Sponsor Information Sheet** – An application form that describes your organization and its participation in the CACFP. Every organization must submit one sponsor information sheet for each program year.

- **Center Information Sheet** – The *CNPweb* identifies the centers operated by your organization that the DOE expects to participate in the CACFP for the program year. For each center, you must submit one application form for each CACFP program type appropriate for each center, including Adult Care Center, Child Care Center, Head Start Center, Outside School Hours Center, Homeless Shelter Center, and At Risk After School Snack Center. You must submit one or more center information sheets for each center.



Your packet only contains center information sheets if your organization operates centers.

If your organization operates centers that are not listed in your packet, you must contact the DOE.




- **Provider Information Sheet** – The *CNPweb* requires you to report each provider sponsored by your organization that participates in the CACFP for the program year. For each provider, you must submit one application form for each CACFP program implemented by each provider.



Your packet only contains provider information sheets if your organization sponsors providers.

Packet Off-Line Forms

You packet also consists of several off-line forms also required by the Child and Adult Care Food Program. These documents can be downloaded from the *CNPweb* for your convenience. These documents are available in one or more of the following document formats:

Icon	Document Type & Use
	Microsoft Word documents require you to use Word to complete and print these forms.
	Microsoft Excel documents require you to use Excel to complete and print these forms.
	Adobe Acrobat documents require you to use the free Acrobat Reader to print these form.

You must complete the required off-line forms and submit them to the DOE. You report the date that you submit them on the *CNPweb*, but you do not use the *CNPweb* to submit them.

Input Errors

Each time you submit a Child and Adult Care Food Program on-line form to the *CNPweb*, the *CNPweb* checks your sheet for input errors. If errors are found, you are required to fix them and resubmit the form. Your packet cannot be submitted to the DOE until all forms are complete and error-free.

To help you submit information sheets without errors, the *CNPweb* provides the following features:

- The *CNPweb* notifies you immediately after you submit an information sheet with errors, whether you submit a new information sheet that contains input errors, or if you make changes to a previously submitted sheet and the changes creates input errors.
- The *CNPweb* assigns the ERRORS status to every information sheet that contains errors. This way, you can easily identify if a sheet requires additional work.
- The *CNPweb* marks each information sheet error with information that helps you to correct each error. The error messages identify the exact field that contains the error, and explain what caused the error.
- The error messages provide a method to move to the next error on an information sheet. This helps you to quickly locate and resolve the errors.



This training manual contains examples of error messages for each information sheet you must submit.

Sponsor Summary Page Contents

The SPONSOR SUMMARY page provides access to the following pages designed to help sponsors use the *CNPweb*:

Tab	Description
Packet	Allows you to view the status of the components of your enrollment or renewal packet. When your organization completes your packet, this page allows you to submit your packet to the DOE.
Applications	Allows you to create and maintain the information sheets (applications) that make up your organization's enrollment or renewal packet. Allows you to track the status of revised information sheets that you submit to the DOE throughout the program year.
Claims	Allows you to view a summary of claims made by your organization during this program year.
Payments	Allows you to view a summary of payments made to your organization during this program year.
Users	Allows you to review the list of <i>CNPweb</i> users for your organization.

This training manual provides instruction about the PACKET and APPLICATIONS tabs. The remaining tabs, along with other *CNPweb* features, are covered in the Child and Adult Care Food Program SPONSOR CLAIMS TRAINING MANUAL.

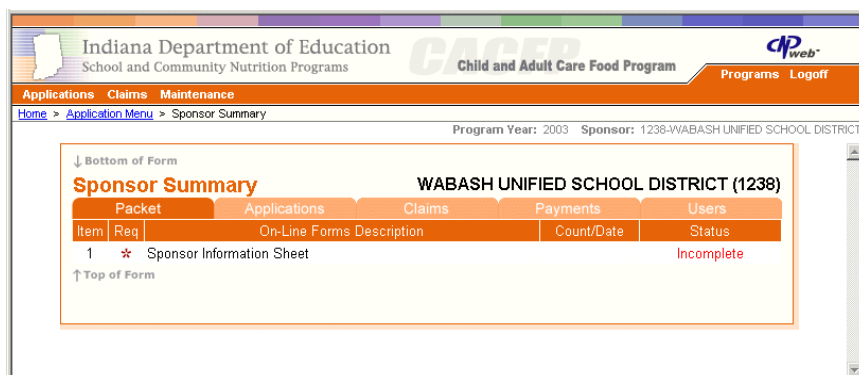
Sponsor Summary – Packet Page Contents

The SPONSOR SUMMARY – PACKET page provides information about the status of your organization’s Child and Adult Care Food Program enrollment or renewal packet. As your organization works on the packet, the page expands to include a list of components that the DOE expects to receive with your packet.



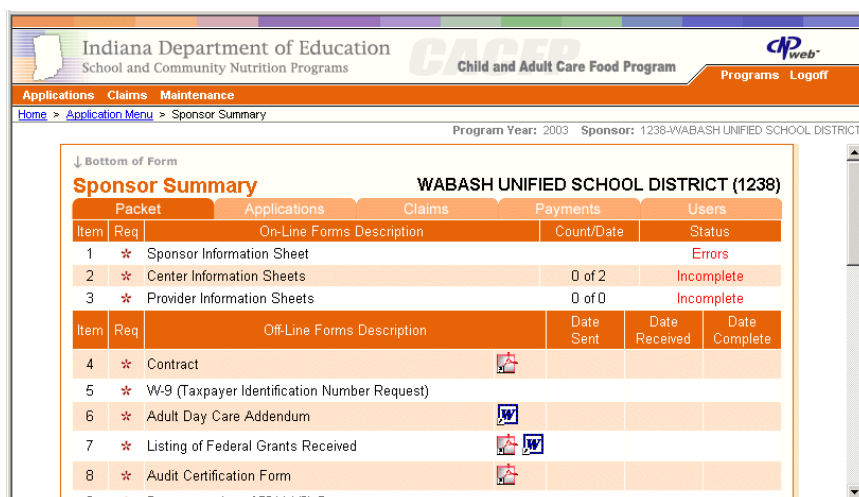
Later in the program year, you may submit revised information sheets to the DOE as changes occur. The Sponsor Summary – Packet page does not track the changes to information sheets submitted after your packet is approved. The status of revised information sheets appears on the Sponsor Summary – Applications page.

For more information, see “Sponsor Summary – Applications Page Contents” on page 14.



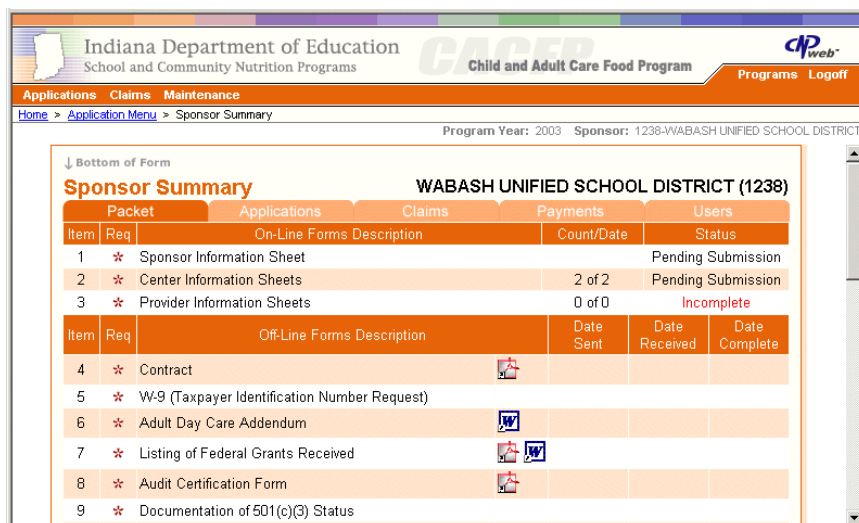
Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	*	Sponsor Information Sheet		Incomplete	

Screen 8: An example of the Sponsor Summary -- Packet page showing an incomplete packet before starting any work.



Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	*	Sponsor Information Sheet		Errors	
2	*	Center Information Sheets	0 of 2	Incomplete	
3	*	Provider Information Sheets	0 of 0	Incomplete	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	*	Contract			
5	*	W-9 (Taxpayer Identification Number Request)			
6	*	Adult Day Care Addendum			
7	*	Listing of Federal Grants Received			
8	*	Audit Certification Form			

Screen 9: An example of the Sponsor Summary -- Packet page after creating a sponsor information sheet with errors.



Indiana Department of Education
School and Community Nutrition Programs
CACFP
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

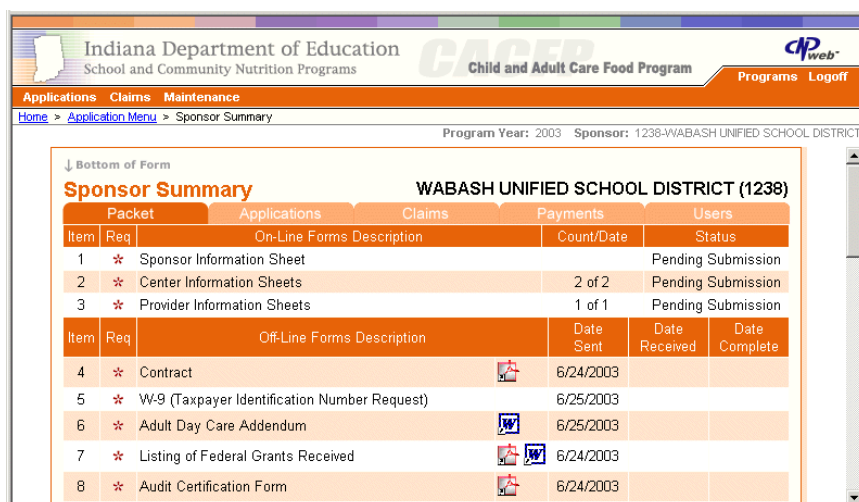
Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Submission	
2	★	Center Information Sheets	2 of 2	Pending Submission	
3	★	Provider Information Sheets	0 of 0	Incomplete	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received			
8	★	Audit Certification Form			
9	★	Documentation of 501(c)(3) Status			

Screen 10: An example of the Sponsor Summary -- Packet page after creating all expected center information sheets.



Indiana Department of Education
School and Community Nutrition Programs
CACFP
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

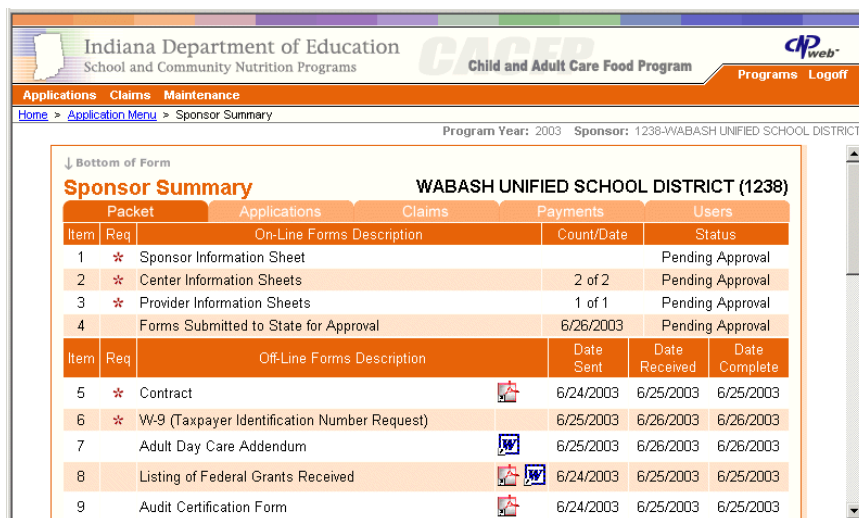
Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Submission	
2	★	Center Information Sheets	2 of 2	Pending Submission	
3	★	Provider Information Sheets	1 of 1	Pending Submission	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract	6/24/2003		
5	★	W-9 (Taxpayer Identification Number Request)	6/25/2003		
6	★	Adult Day Care Addendum	6/25/2003		
7	★	Listing of Federal Grants Received	6/24/2003		
8	★	Audit Certification Form	6/24/2003		

Screen 11: An example of the Sponsor Summary – Packet page after preparing all information sheets.



Indiana Department of Education
School and Community Nutrition Programs
CACFP
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Approval	
2	★	Center Information Sheets	2 of 2	Pending Approval	
3	★	Provider Information Sheets	1 of 1	Pending Approval	
4		Forms Submitted to State for Approval	6/26/2003	Pending Approval	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
5	★	Contract	6/24/2003	6/25/2003	6/25/2003
6	★	W-9 (Taxpayer Identification Number Request)	6/25/2003	6/26/2003	6/26/2003
7		Adult Day Care Addendum	6/25/2003	6/26/2003	6/26/2003
8		Listing of Federal Grants Received	6/24/2003	6/25/2003	6/25/2003
9		Audit Certification Form	6/24/2003	6/25/2003	6/25/2003

Screen 12: An example of the Sponsor Summary – Packet page after submitting your packet.

The SPONSOR SUMMARY – PACKET page displays the following information about your organization's enrollment or renewal packet:

- **Sponsor Name and Number**
- **Sponsor Summary Contents Tabs** – provides access to each of the areas of your organization's summary, including packet, applications, claims, payments, and users.

For each on-line form, the page displays:

- **Information Sheet or Transaction Name** – gives the name of each required type of information sheet (sponsor, center, and provider) for your organization, and reports when your packet is submitted to the state for approval.
- **Item Number**
- **Required** – a star in this column means that this document is required by the DOE.
- **Form Description**
- **Count / Date** – provides the number of completed documents in this document type, or the date when your packet was submitted.
- **Status** – the current status of all documents that make up this document type.



For example, a count of "1 of 3" means that the DOE expects you to submit 3 information sheets, and currently only 1 information sheet is completed.

If you have more than one version of a document, this page displays the status of the current version.

For more information, see "Packet and Information Sheet Statuses" on page 18.

For each off-line form, the page displays:

- **Item Number**
- **Required** – a star in this column means that this document is required by the DOE.
- **Form Description**
- **Document Type Icon** – identifies the type of document by displaying an icon, including Word icon, Adobe Acrobat icon, and Excel icon.



For more information, see "Packet Off-Line Forms" on page 9.

- **Date Sent** – your organization reports the date when you send the document to the DOE for approval.
- **Date Received** – the DOE reports when they receive the document.
- **Date Approved** – the DOE reports when they approve the document.

Sponsor Summary – Applications Page Contents

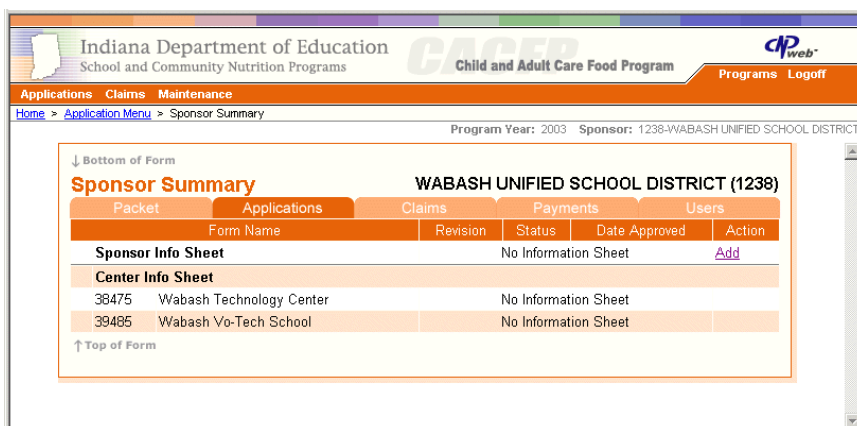
The SPONSOR SUMMARY – APPLICATIONS page provides access to create and maintain the sponsor and center information sheets that make up your organization’s Child and Adult Care Food Program enrollment or renewal packet.

The SPONSOR SUMMARY – APPLICATIONS page also tracks the status of revised information sheets that you submit to the DOE throughout the program year. Because these revisions are submitted after your packet has been approved, the SPONSOR SUMMARY – PACKET page doesn’t track their progress.



For more information about revising information sheets, see:

- “Revise a Sponsor Information Sheet” on page 33
- “Revise a Center Information Sheet” on page 58
- “Revise a Provider Information Sheet” on page 81



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

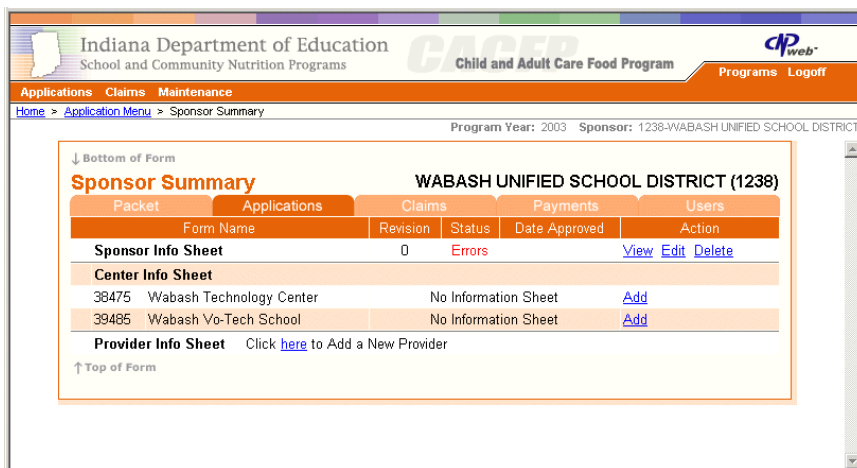
↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet		No Information Sheet		Add
Center Info Sheet				
38475 Wabash Technology Center		No Information Sheet		Add
39485 Wabash Vo-Tech School		No Information Sheet		Add

↑ Top of Form

Screen 13: An example of the Sponsor Summary – Applications page before starting any work on the packet.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Errors		View Edit Delete
Center Info Sheet				
38475 Wabash Technology Center		No Information Sheet		Add
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet	Click here to Add a New Provider			

↑ Top of Form

Screen 14: An example of the Sponsor Summary -- Applications page for a sponsor of centers and providers after creating a sponsor information sheet with errors.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet		0	Pending Submission	View Edit Delete
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485 - OSHC	Wabash Vo-Tech School	0	Pending Submission	Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 15: An example of the Sponsor Summary -- Applications page showing the sponsor and center information sheets successfully created.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

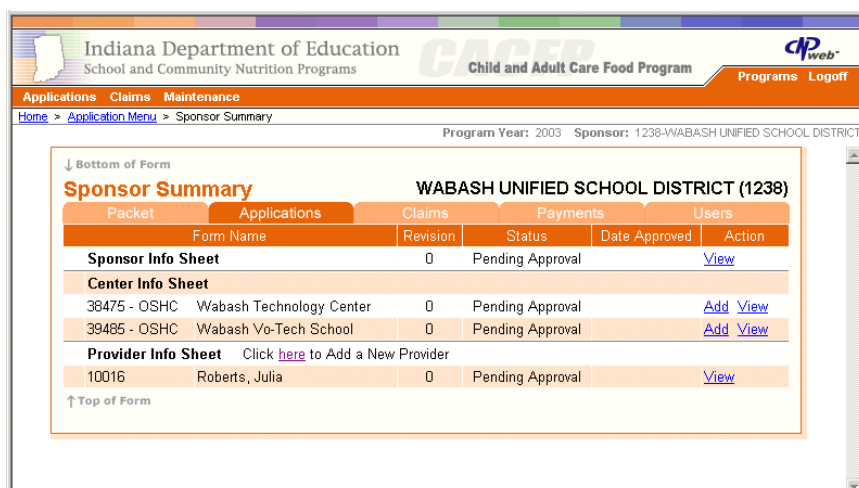
Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet		0	Pending Submission	View Edit Delete
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485 - OSHC	Wabash Vo-Tech School	0	Pending Submission	Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016	Roberts, Julia	0	Pending Submission	View Edit Delete

↑ Top of Form

Screen 16: An example of the Sponsor Summary -- Applications page showing the sponsor, center, and provider information sheets successfully created.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

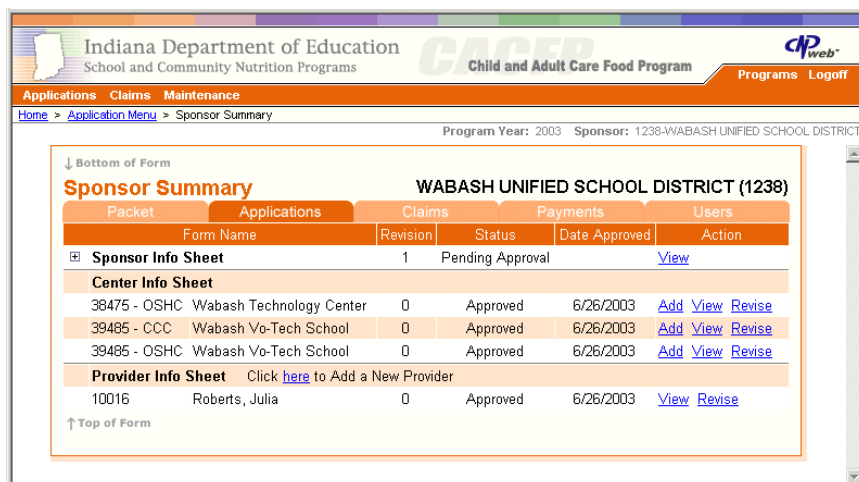
Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Approval		View
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Pending Approval		Add View
39485 - OSHC Wabash Vo-Tech School	0	Pending Approval		Add View
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Pending Approval		View

↑ Top of Form

Screen 17: An example of the Sponsor Summary -- Applications page after submitting the packet to the DOE for review and approval.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

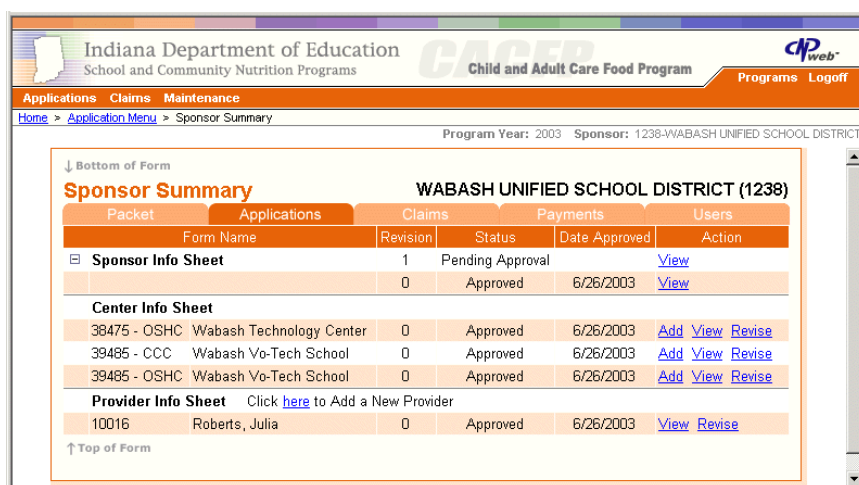
Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	1	Pending Approval		View
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise
39485 - CCC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Approved	6/26/2003	View Revise

↑ Top of Form

Screen 18: An example of the Sponsor Summary -- Applications page after submitting a revision to your sponsor information sheet.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

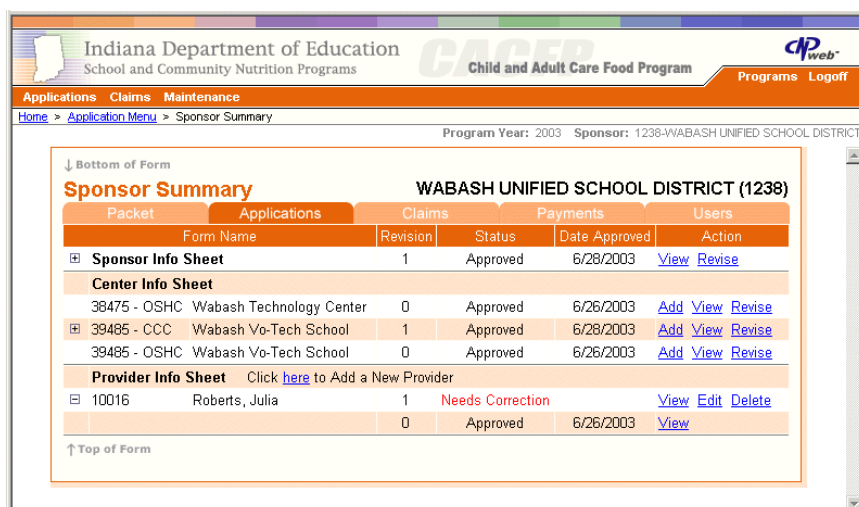
Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	1	Pending Approval		View
	0	Approved	6/26/2003	View
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise
39485 - CCC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Approved	6/26/2003	View Revise

↑ Top of Form

Screen 19: An example of the Sponsor Summary -- Applications page showing the status of all sponsor information sheet versions.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users																																								
<table border="1"> <thead> <tr> <th>Form Name</th> <th>Revision</th> <th>Status</th> <th>Date Approved</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5">Sponsor Info Sheet</td> </tr> <tr> <td>38475 - OSHC Wabash Technology Center</td> <td>0</td> <td>Approved</td> <td>6/26/2003</td> <td>Add View Revise</td> </tr> <tr> <td>39485 - CCC Wabash Vo-Tech School</td> <td>1</td> <td>Approved</td> <td>6/28/2003</td> <td>Add View Revise</td> </tr> <tr> <td>39485 - OSHC Wabash Vo-Tech School</td> <td>0</td> <td>Approved</td> <td>6/26/2003</td> <td>Add View Revise</td> </tr> <tr> <td colspan="5">Provider Info Sheet Click here to Add a New Provider</td> </tr> <tr> <td>10016 Roberts, Julia</td> <td>1</td> <td>Needs Correction</td> <td></td> <td>View Edit Delete</td> </tr> <tr> <td></td> <td>0</td> <td>Approved</td> <td>6/26/2003</td> <td>View</td> </tr> </tbody> </table>					Form Name	Revision	Status	Date Approved	Action	Sponsor Info Sheet					38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise	39485 - CCC Wabash Vo-Tech School	1	Approved	6/28/2003	Add View Revise	39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise	Provider Info Sheet Click here to Add a New Provider					10016 Roberts, Julia	1	Needs Correction		View Edit Delete		0	Approved	6/26/2003	View
Form Name	Revision	Status	Date Approved	Action																																								
Sponsor Info Sheet																																												
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise																																								
39485 - CCC Wabash Vo-Tech School	1	Approved	6/28/2003	Add View Revise																																								
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise																																								
Provider Info Sheet Click here to Add a New Provider																																												
10016 Roberts, Julia	1	Needs Correction		View Edit Delete																																								
	0	Approved	6/26/2003	View																																								

↑ Top of Form

Screen 20: An example of the Sponsor Summary -- Applications page showing the revision history of a provider information sheet that the DOE returned for correction.

The SPONSOR SUMMARY – APPLICATIONS page displays the following sponsor information:

- **Sponsor Name and Number**
- **Sponsor Summary Contents Tabs** – provides access to each of the areas of your organization's summary, including packet, applications, claims, payments, and users.
- **Expansion Indicator** – a small plus sign next to a form means that there are multiple versions of the information sheet. Click on the plus to expand the display of the revision history for the information sheet. A small minus sign means that you can hide the revision history and only display the current version information.
- **Sponsor Information Sheet** – provides the revision number, status, and approval date. It also provides access to the commands available to work on this form, based on its current status.
- **Center Information Sheet** – provides the center number, name, revision number, status, and approval date for each center that participates in the CACFP, and for each CACFP program implemented at the center. It also provides access to the commands available to work on each form, based on the form's current status.



The DOE provides the list of centers that appears on this page. If this list is not correct, you must notify the DOE.

Packet and Information Sheet Statuses

From the time your organization starts filling out your Child and Adult Care Food Program packet until the DOE approves it, the *CNPweb* uses statuses to identify the location of your packet and individual information sheets in the creation and approval process.

- Each information sheets (sponsor, center, and provider) receives its own status on the SPONSOR SUMMARY – APPLICATIONS page.
- Each type of information sheet (sponsor, center, and provider) receives an overall status on the SPONSOR SUMMARY – PACKET page.

The following table explains each of the information sheet statuses:

Status	Description
Incomplete	<p>Before you begin working on your packet or a type of information sheet (sponsor, center, or provider) the <i>CNPweb</i> displays the INCOMPLETE status.</p> <ul style="list-style-type: none"> ■ When you submit an information sheet, the <i>CNPweb</i> checks it for errors. ■ If the information sheet contains errors, the <i>CNPweb</i> assigns the information sheet the ERRORS status. ■ If the information sheet doesn't contain errors, the <i>CNPweb</i> assigns the PENDING SUBMISSION status. <p>The <i>CNPweb</i> also uses the INCOMPLETE status to show when a type of information sheet (sponsor, center, or provider) has been returned by the DOE as NEEDS CORRECTION.</p> <hr/> <p><i>The CNPweb never assigns the INCOMPLETE status to an individual information sheet.</i></p>
Errors	<p>The <i>CNPweb</i> uses the ERRORS status when information sheets contain input errors. The errors must be corrected before the sheet and packet can be submitted to the DOE for review and approval.</p> <ul style="list-style-type: none"> ■ The ERRORS status for a single information sheet (sponsor, center, or provider) means that the sheet contains input errors and must be corrected. ■ The ERRORS status for a type of information sheet (sponsor, center, or provider) means that one or more of the individual information sheets within that type have input errors and must be corrected. <p>You must correct every information sheet that has errors. The packet cannot be submitted for approval until all errors have been corrected in every information sheet.</p> <hr/> <p><i>When all errors are correct, the CNPweb assigns the PENDING SUBMISSION status.</i></p>

Status	Description
Pending Submission	<p>The <i>CNPweb</i> uses the PENDING SUBMISSION status when information sheets are ready to submit to the DOE for review and approval.</p> <ul style="list-style-type: none"> ■ The PENDING SUBMISSION status for a single information sheet (sponsor, center, or provider) means that the sheet has been successfully filled out and is waiting for submission you're your packet. ■ The PENDING SUBMISSION status for a type of information sheet (sponsor, center, or provider) means that you have successfully filled out every individual information sheet that the DOE expects you to submit, and they are waiting for submission with your packet. <p>When the DOE returns your packet because one or more information sheet needs correction, the <i>CNPweb</i> assigns the PENDING SUBMISSION status to the corrected information sheet.</p>
Pending Approval	<p>The <i>CNPweb</i> uses the PENDING APPROVAL status when the DOE has your packet and all information sheets for review and approval.</p> <p>The <i>CNPweb</i> also assigns the PENDING APPROVAL status to a revised information sheet (sponsor, center, or provider) that you submit during the program year for review and approval.</p> <p><i>Your organization cannot edit an information sheet with the PENDING APPROVAL status.</i></p>
Needs Correction	<p>The <i>CNPweb</i> uses the NEEDS APPROVAL status when the DOE has reviewed your packet and has returned one or more of your information sheets for corrections.</p> <p>You must edit the information sheet and make the required changes. The <i>CNPweb</i> checks the information sheet for input errors, and assigns one of the following statuses:</p> <ul style="list-style-type: none"> ■ The ERRORS status means that the information sheet contains input errors that must be fixed before you can resubmit. ■ The PENDING SUBMISSION status means that the information sheet is ready to resubmit to the DOE.
Approved	<p>The <i>CNPweb</i> uses the APPROVED status when the DOE has reviewed and approved your packet and all of your information sheets (sponsor, center, and provider).</p> <p>An approved information sheet remains in the <i>CNPweb</i>. If you need to make additional changes, you must revise this information sheet. The <i>CNPweb</i> keeps a history of the original information sheet and every revision throughout the program year.</p>

A Year in the Life

Before the start of a new Child and Adult Care Food Program program year, your organization submits either an enrollment packet or a renewal packet that consists of a combination of on-line and off-line forms.

- You use the *CNPweb* to submit the on-line forms,
- You use the *CNPweb* to download the off-line forms, and you submit them off-line. You report the date that you submit them on the *CNPweb*.



Your packet should be completed before the start of the program year, by the deadline provided by the DOE.

Once your organization completes the individual information sheets (applications) for your packet, and submits the additional required program paperwork, you can submit your packet to the DOE for approval. Once the DOE approves your packet, your organization can begin using the other features of the *CNPweb*.

As the program year begins, your organization keeps track of program activities at each center and for each provider. You use this information to create your monthly reimbursement claims, which may be submitted for your entire organization (sponsor claims) or for individual centers (center claims). Once your organization submits a claim, you can make changes to your claim if necessary, even after it has been paid by submitting a revised claim. The *CNPweb* keeps track of upward and downward adjustments.

During the program year, your organization completes the following tasks using the *CNPweb*:

- Submit changes to your sponsor information sheet (as necessary).
- Submit changes to your center information sheets (as necessary).
- Submit changes to your provider information sheets (as necessary).
- Submit monthly reimbursement claims for your organization (sponsor claims) at the completion of each program month (as necessary).
- Submit monthly reimbursement claims for an individual center (center claims) at the completion of each program month (as necessary).



*This training manual provides instructions for submitting and maintaining your sponsor, center, and provider information sheets. For instructions about submitting and maintaining your reimbursement claims, see the *CNPweb Sponsor Claims Training Manual*.*

3 Sponsor Information Sheet

Sponsor Information Sheet Overview

At the start of the program year, each sponsor must submit a sponsor information sheet as part of the Child and Adult Care Food Program enrollment process. The sponsor information sheet describes your organization's participation in the CACFP.

Each packet requires you to create a sponsor information sheet. The *CNPweb* submits your entire packet to the DOE for review and approval once you have completed all of the packet components.



You must create this information sheet before you can create any of your center or provider information sheets.

You can make changes to your sponsor information sheet as necessary throughout the program year. The DOE reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of your sponsor information sheet.

You can perform each of the following sponsor information sheet tasks while creating and submitting your enrollment or renewal packet:

Task Description	Page
Submit a new sponsor information sheet for this program year	22
Edit an unapproved sponsor information sheet	30
Revise an approved sponsor information sheet	33
Review your sponsor information sheet (current program year)	37
Review your sponsor information sheet (previous program year)	39
Delete an unapproved sponsor information sheet.	42

The *CNPweb* assigns a status to your sponsor information sheet and displays the status on SPONSOR INFORMATION SHEET – APPLICATIONS page. The status identifies the location of the sponsor information sheet in the creation and approval process.



*The *CNPweb* uses the same statuses to track the sponsor, center and provider information sheets. For more information about information sheet statuses, see "Packet and Information Sheet Statuses" on page 18.*

The following table identifies the actions you can take on a sponsor information sheet based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Needs Correction	■	■	■	
Approved	■			■

Submit a Sponsor Information Sheet

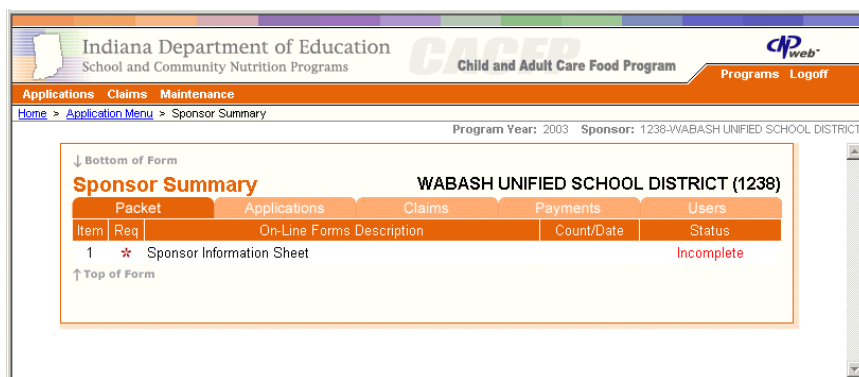
To create your organization's annual Child and Adult Care Food Program sponsor information sheet for the upcoming program year through your enrollment or renewal packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet Applications Claims Payments Users

Item	Req	On-Line Forms Description	Count/Date	Status
1	☆	Sponsor Information Sheet		Incomplete

↑ Top of Form

Screen 21: An example of the Sponsor Summary – Packet page before creating a sponsor information sheet for this program year.

Step 2: Click the APPLICATIONS tab.

The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
	Form Name	Revision	Status	Date Approved
				Action
	Sponsor Info Sheet		No Information Sheet	Add
	Center Info Sheet			
38475	Wabash Technology Center		No Information Sheet	
39485	Wabash Vo-Tech School		No Information Sheet	

↑ Top of Form

Screen 22: An example of the Sponsor Summary – Applications page before submitting a sponsor information sheet.



The CNPweb requires that you submit your organization's sponsor information sheet before you can submit any other applications. The Add option is only available for the Sponsor Info Sheet at this time.

Step 3: Click ADD.

The CNPweb displays the SPONSOR INFORMATION SHEET.

Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Sponsor Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)

2002-2003 Program Year
Pending Submission
New Application

↓ Bottom of Form

Mailing Address

(1) Addr1: (6) Addr1:

(2) Addr2: (7) Addr2:

(3) City: (8) City:

(4) State: (5) Zip Code: (9) State: (10) Zip Code:

☐ Check here to copy Mailing Address to Street Address

Alternate Address 1

(11) Type: (17) Type:

(12) Addr1: (18) Addr1:

(13) Addr2: (19) Addr2:

(14) City: (20) City:

(15) State: (16) Zip Code: (21) State: (22) Zip Code:

Screen 23: An example of the Sponsor INFORMATION SHEET before adding any information.



If you are a renewing sponsor, some information from the previous year will be rolled over to your current sponsor information sheet.

Step 4: Complete the SPONSOR INFORMATION SHEET.

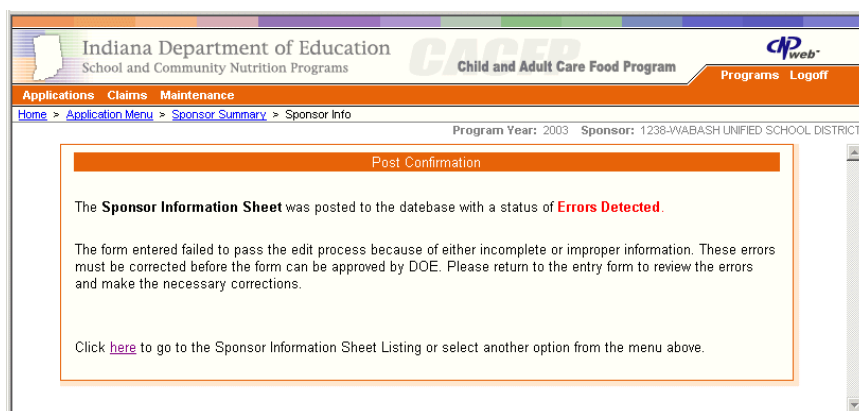


The answers you provide for fields 42 and 43 about centers and providers determine which additional information sheets become a part of your enrollment or renewal packet.

Step 5: Click SUBMIT.

The *CNPweb* checks your information sheet for input errors.

Step 6: If errors are found, the *CNPweb* displays the SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

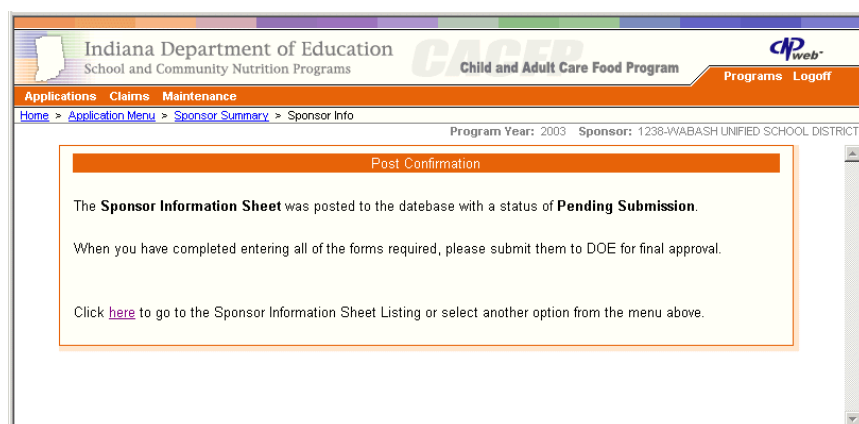


Screen 24: An example of the Sponsor Information Sheet – Post Confirmation page showing the error detection message.



For more information, see “Correct Sponsor Information Sheet Input Errors” on page 25.

Step 7: If no errors are found, the *CNPweb* displays SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the pending submission status message.



Screen 25: An example of the Sponsor Information Sheet – Post Confirmation showing the pending submission status message

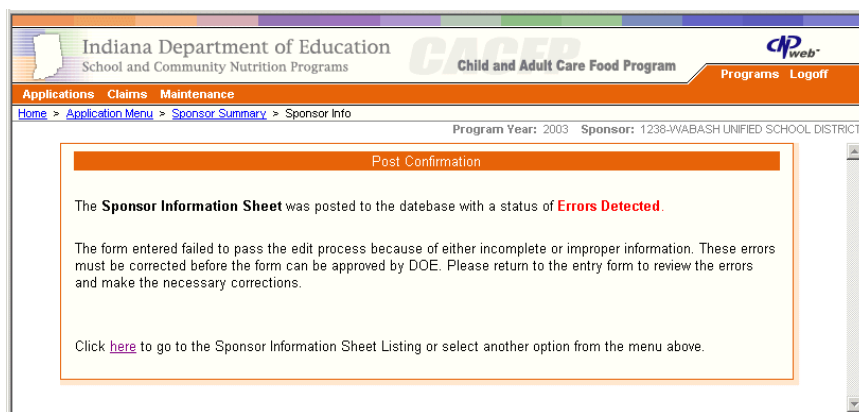
Correct Sponsor Information Sheet Input Errors

Each time you submit a sponsor information sheet for a Child and Adult Care Food Program sponsor, the *CNPweb* reviews it for errors. If errors are found, the *CNPweb* notifies you. A sponsor information sheet that contains errors cannot be submitted to the DOE for approval.



Use the validation messages on the form to correct the input errors.

- If no additional errors are found, the *CNPweb* changes the sponsor information sheet status to PENDING SUBMISSION.
- If additional input errors are found, the *CNPweb* notifies you that errors were found. You must correct all errors before you can submit your packet to the DOE for review and approval.



The screenshot shows the 'Post Confirmation' page of the CNPweb application. The page header includes the Indiana Department of Education logo and the text 'School and Community Nutrition Programs'. The main content area displays a message: 'The **Sponsor Information Sheet** was posted to the database with a status of **Errors Detected**.' Below this, it explains: 'The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.' At the bottom, it says: 'Click [here](#) to go to the Sponsor Information Sheet Listing or select another option from the menu above.'

Screen 26: An example of the Sponsor Information Sheet – Post Confirmation page.

If you receive the ERRORS DETECTED message, you can choose to correct the errors immediately, or you can return to the *CNPweb* at a later time.

Correct Errors Immediately

To open a sponsor information sheet that contains input errors immediately after attempting to submit the form:

- Step 1:** At the input error notification page, click to open the Sponsor Information Sheet Listing page.
The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Errors		View Edit Delete
Center Info Sheet				
38475	Wabash Technology Center	No Information Sheet		Add
39485	Wabash Vo-Tech School	No Information Sheet		Add

↑ Top of Form

Screen 27: An example of the Sponsor Summary – Applications page showing a sponsor information sheet with errors.



Now that you have started to create your sponsor information sheet, you can also begin creating your center and provider information sheets (if appropriate for your organization).

Step 2: Click EDIT.

The CNPweb displays the SPONSOR INFORMATION SHEET with error messages visible.

Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Sponsor Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)

2002-2003 Program Year

Errors

Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [8](#) [9](#) [10](#)

Screen 28: An example of the Sponsor Information Sheet with input error message visible.



From here, you must correct all of the errors on the form and resubmit the application. You must repeat this process until all errors have been resolved.

Correct Errors Later

If you cannot resolve the input errors at the time you submit the sponsor information sheet with errors, you can open the sponsor information sheet at a later time.

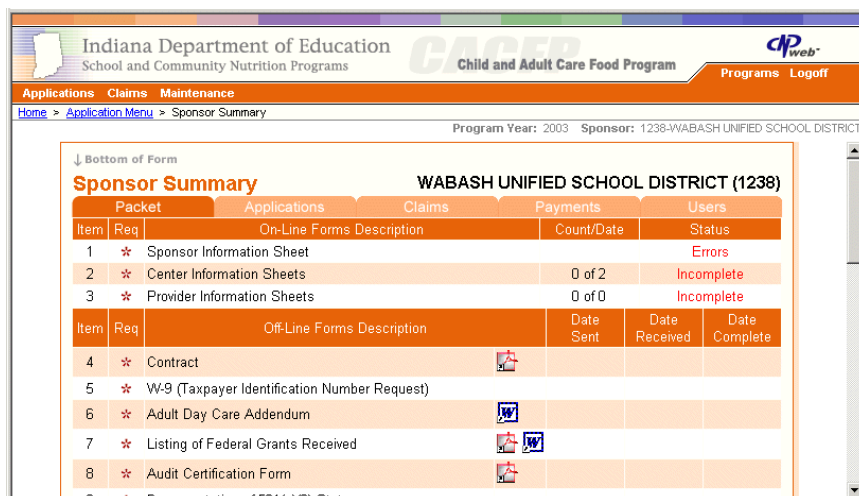
To open a sponsor information sheet that contains input errors at a later time from your packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY page.



Item	Req	Packet	Applications	Claims	Payments	Users	Status
1	★	Sponsor Information Sheet					Errors
2	★	Center Information Sheets			0 of 2		Incomplete
3	★	Provider Information Sheets			0 of 0		Incomplete

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received			
8	★	Audit Certification Form			

Screen 29: The Sponsor Summary page showing a sponsor information sheet with errors.



When you submit your sponsor information sheet, even if it contains errors, the CNPweb updates your packet.

For more information, see "Sponsor Summary – Packet Page Contents" on page 11.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Errors		View Edit Delete
Center Info Sheet				
38475	Wabash Technology Center	No Information Sheet		Add
39485	Wabash Vo-Tech School	No Information Sheet		Add

↑ Top of Form

Screen 30: An example of the Sponsor Summary – Applications page showing a sponsor information sheet with errors.

Step 3: Click EDIT.

The CNPweb displays the SPONSOR INFORMATION SHEET with error messages visible.

Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Sponsor Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)

2002-2003 Program Year

Errors

Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [8](#) [9](#) [10](#)

Screen 31: An example of the Sponsor Information Sheet with input error messages visible.



From here, you must correct all of the errors on the form and resubmit the application. You must repeat this process until all errors have been resolved.

Page Validation Error Message

The CNPweb provides you with details about each input error to help you correct the SPONSOR INFORMATION SHEET and successfully submit this form.

At the top of the form, the CNPweb displays the VALIDATION ERRORS message. This message describes the two types of error messages, and provides a listing of the form sections that contain input errors.

Validation Errors
Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.
Go to Section: 8 9 10

Screen 32: An example of the Sponsor Information Sheet Validation Errors message showing errors in sections 8, 9, and 10.



You can scroll through the form to locate the first error, or you can click on the section numbers to jump directly to a section.

Section Validation Error Message

When you view a section of the SPONSOR INFORMATION SHEET that contains an input error, the *CNPweb* provides you with details about each input error within the section.

Section 9 - Validation Errors		
Field No.	Severity	Description
61	1	Documentation of Meals and Supplements at Point of Service is required.
Go to Section: 8 9 10		

Screen 33: An example of the Sponsor Information Sheet Validation Errors message for a form section showing one error in this section.

The section validation error message provides the following information about each input error in this section:

Status	Description
Field Number	Provides the field number where the error occurs. Each field on this form is given a unique field number.
Severity	<p>The severity of the error is rated as 1 or 2.</p> <ul style="list-style-type: none"> ■ Severity 1 – errors must be correct before the form will be submitted for approval. ■ Severity 2 – errors that do not prevent the form from being submitted for approval. <p>All errors should be corrected on this form.</p>
Description	A statement of the error condition, with information designed to help you fix the error.

Field Validation Error Message

When you view a field of the SPONSOR INFORMATION SHEET that contains an input error, the *CNPweb* provides you with details about that error.

61	Documentation of Meals and Supplements at Point of Service is required.
----	---

Screen 34: An example of a field error number showing the error description.

The *CNPweb* also marks each field with an input error. The field number appears in red.



If you place your mouse over the field number, the *CNPweb* displays the error description text.

Change a Sponsor Information Sheet

You can make changes to your Child and Adult Care Food Program sponsor information sheet throughout the program year as necessary. The status of the information sheet determines which procedure you use.

- **Edit the existing sheet** – you can make changes to an existing information sheet if it has not been approved (statuses include ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION).
- **Revise the existing sheet** – you must submit a revision to the existing information sheet if it has been approved (status APPROVED). This way, the *CNPweb* keeps a copy of all approved versions of your sponsor information sheet



You cannot make changes to a sponsor information sheet with the Pending Approval status.

As you can see, the procedure for changing a sponsor information sheet with any unapproved status is different from the procedure for changing a sponsor information sheet with the APPROVED status.

Edit a Sponsor Information Sheet

You can edit a Child and Adult Care Food Program sponsor information sheet that has not been approved by the DOE. An unapproved information sheet has the ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION statuses.



You can edit an unapproved sponsor information sheet before you submit your enrollment or renewal packet.

If you submit a revised information sheet that the DOE returns with Needs Correction, you must make the required changes and resubmit the information sheet.

To edit any part of an unapproved sponsor information sheet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs

CNPweb
Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users	
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Submission	
2	★	Center Information Sheets	0 of 2	Incomplete	
3	★	Provider Information Sheets	0 of 0	Incomplete	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			

Screen 35: The Sponsor Summary – Packet page showing a completed sponsor information sheet pending submission.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

CNPweb
Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
36475 Wabash Technology Center		No Information Sheet		Add
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

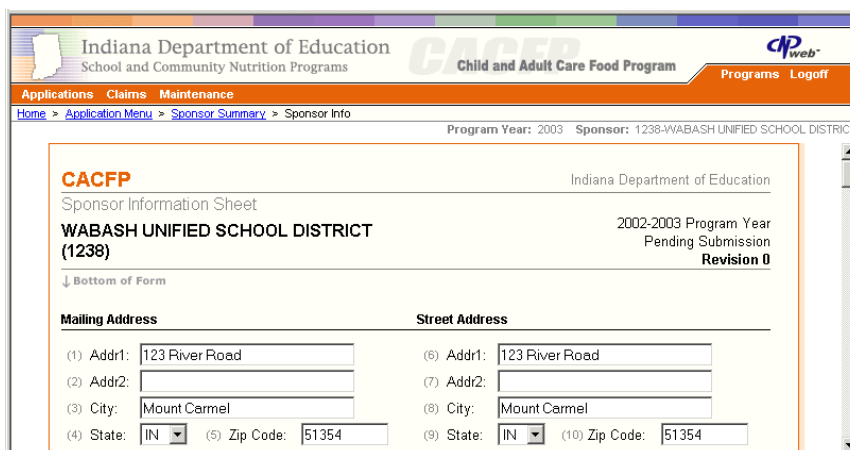
Screen 36: An example of the Sponsor Summary – Applications page showing a completed but unapproved sponsor information sheet that you can edit.

Step 3: Click EDIT.



If the Edit option is not available, you cannot edit the information sheet. For more information, see “Sponsor Information Sheet Overview” on page 21.

The CNPweb displays the SPONSOR INFORMATION SHEET.



Screen 37: An example of an unapproved Sponsor Information Sheet showing the information previously submitted.

Step 4: Make all appropriate changes to the sponsor information.

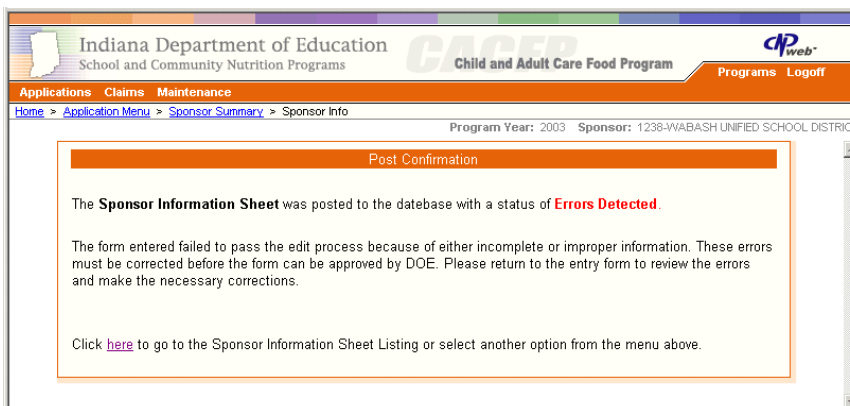


If you are editing a revised information sheet that the DOE returned as Needs Correction, you must also check the box to resubmit the information sheet to the DOE. For more information, see "Revise a Sponsor Information Sheet" on page 33.

Step 5: Click SUBMIT.

The *CNPweb* checks your sponsor information sheet for input errors.

Step 6: If errors are found, the *CNPweb* displays the SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the error detection message.



Screen 38: An example of the sponsor information Sheet – Post Confirmation page showing the error detection message.



For more information, see *Correct Sponsor Information Sheet Input Errors* on page 25.

Step 7: If no errors are found, the *CNPweb* displays the SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the pending submission status message.



If you submit a revision that contains no errors, the CNPweb assigns the Pending Approval status and displays the Sponsor Information Sheet – Post Confirmation page with the pending approval status.

Screen 39: An example of the Sponsor Information Sheet – Post Confirmation page showing the pending status message



If you have not submitted your packet, the CNPweb places your edited sponsor information sheet in your packet.

If you have submitted your packet, the CNPweb submits your edited sponsor information sheet to the DOE for review and approval.

Revise a Sponsor Information Sheet

You can revise an approved Child and Adult Care Food Program sponsor information sheet. The CNPweb keeps track of all information sheet revisions, and submits the revised version to the DOE for review and approval. When the DOE reviews the information sheet, they can either approve it or send it back to you for correction.

When you submit an original information sheet at the start of the program year, you submit it as part of your enrollment or renewal packet. When you revise an approved information sheet during the program year, you submit the information sheet directly to the DOE, apart from your packet. For this reason, you must check a box on the form to submit the revised information sheet to the DOE for review and approval. An example of this checkbox appears below.



If your revised information sheet comes back from the DOE as Needs Correction, you must edit it to make the changes. The submit checkbox appears on the revised form so you can resubmit it to the DOE for approval.

To revise an approved sponsor information sheet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs
Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Approved
2	★	Center Information Sheets	2 of 2	Approved
3	★	Provider Information Sheets	1 of 1	Approved
4		Forms Submitted to State for Approval	6/26/2003	Approved
5		Forms Approved by the State	6/26/2003	Approved

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
6	★	Contract	6/24/2003	6/25/2003	6/25/2003
7	★	W-9 (Taxpayer Identification Number Request)	6/25/2003	6/26/2003	6/26/2003
8		Adult Day Care Addendum	6/25/2003	6/26/2003	6/26/2003
9		Listing of Federal Grants Received	6/24/2003	6/25/2003	6/25/2003

Screen 40: The Sponsor Summary – Packet page showing an approved sponsor information sheet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs
Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Approved	6/26/2003	View Revise
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise
39485 - CCC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Approved	6/26/2003	View Revise

↑ Top of Form

Screen 41: An example of the Sponsor Summary – Applications page showing an approved sponsor information sheet.

Step 3: Locate your sponsor information sheet.

Step 4: Click REVISE.



If the revise option is not available, you cannot submit a revision for this information sheet. For more information, see "Sponsor Information Sheet Overview" on page 21.

The **CNPweb** displays the SPONSOR INFORMATION SHEET.

Screen 42: An example of the Sponsor Information Sheet showing the information previously submitted.



Notice that the **CNPweb** updates the revision number at the top of this form.

Step 5: Make all appropriate changes to the sponsor information.

Step 6: Scroll to the bottom of the page.

Screen 43: An example of the Sponsor Information Sheet showing the submit revision checkbox.

Step 7: Check the box to submit the form to the DOE for approval.



When you revise an approved information sheet, you must check this box to submit the form to the DOE for approval. This checkbox also appears when you edit a revised information sheet.

Step 8: Click SUBMIT.

The *CNPweb* checks your sponsor information sheet for input errors.

Step 9: If errors are found, the *CNPweb* displays the SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

The screenshot shows the 'Post Confirmation' page of the CNPweb. The header includes the Indiana Department of Education logo and the 'Child and Adult Care Food Program' title. The main content area displays a message: 'The **Sponsor Information Sheet** was posted to the database with a status of **Errors Detected**.' Below this, it explains that the form failed due to incomplete or improper information and provides instructions to return to the entry form to review errors and make corrections. A link labeled 'here' is provided to return to the Sponsor Information Sheet Listing.

Screen 44: An example of the Sponsor Information Sheet -- Post Confirmation page showing the error detection message.



For more information, see "Correct Sponsor Information Sheet Input Errors" on page 25.

Step 10: If no errors are found, the *CNPweb* displays the SPONSOR INFORMATION SHEET – POST CONFIRMATION page with the pending approval status message.

The screenshot shows the 'Post Confirmation' page of the CNPweb. The header is identical to the previous screenshot. The main content area displays a message: 'The **Sponsor Information Sheet** was posted to the database with a status of **Pending Approval**.' Below this, it states that the form will now be reviewed by DOE for final approval. A link labeled 'here' is provided to return to the Sponsor Information Sheet Listing.

Screen 45: An example of the Sponsor Information Sheet – Post Confirmation page showing the pending approval status message



The CNPweb submits your revised sponsor information sheet to the DOE for review and approval.

The DOE will either approve your revision (Approved status), or will ask you to make corrections (Needs Correction status). You can tell the status of the revised information sheet on the Sponsor Status – Applications tab.

If the DOE returns your information sheet for correction, you must edit it and make the required changes. For more information about correcting a sponsor information sheet returned by the DOE, see “Edit a Sponsor Information Sheet” on page 30.

Review a Sponsor Information Sheet

At any time, you can review your organization’s Child and Adult Care Food Program sponsor information sheet. You can view the contents of the current sponsor information sheet in any status.



Viewing an information sheet only allows you to read the contents. If you want to change the contents, you must either edit an unapproved information sheet, or revise an approved information sheet.

For more information, see “Change a Sponsor Information Sheet” on page 30.

View the Current Program Year Information Sheet

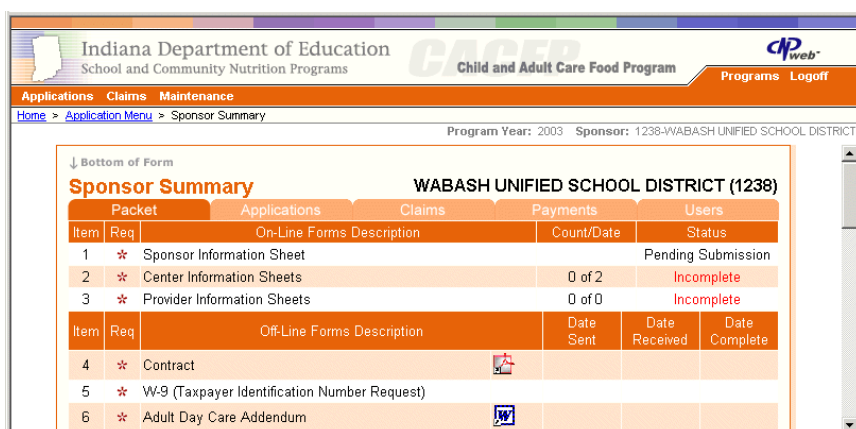
To review your organization’s Child and Adult Care Food Program sponsor information sheet for the current program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Center Information Sheets	0 of 2	Incomplete
3	★	Provider Information Sheets	0 of 0	Incomplete

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			

Screen 46: The Sponsor Summary – Packet page showing an unapproved original sponsor information sheet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 Wabash Technology Center		No Information Sheet		Add
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 47: An example of the Sponsor Summary – Applications page showing an unapproved sponsor information sheet that you can view.

Step 3: Click VIEW.

The CNPweb displays the SPONSOR INFORMATION SHEET.

Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Sponsor Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)

2002-2003 Program Year
Pending Submission
Revision 0

↓ Bottom of Form

Mailing Address **Street Address**

(1) Addr1: 123 River Road (6) Addr1: 123 River Road

(2) Addr2: (7) Addr2:

(3) City: Mount Carmel (8) City: Mount Carmel

(4) State: IN (5) Zip Code: 51354 (9) State: IN (10) Zip Code: 51354

Screen 48: An example of an unapproved original Sponsor Information Sheet showing the information previously submitted.

Step 4: View the sponsor information sheet contents.



If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 5: Scroll to the bottom of the page.

Step 6: Click CANCEL.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 Wabash Technology Center		No Information Sheet		Add
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 49: An example of the Sponsor Summary – Applications page showing an unapproved original sponsor information sheet.



If other versions of your information sheet are available, you can review them at this time.

View a Previous Program Year Information Sheet

To review your organization's Child and Adult Care Food Program sponsor information sheet for a previous program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2004 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Status
1	*	Sponsor Information Sheet		Incomplete

↑ Top of Form

Screen 50: The Sponsor Summary – Packet page for the 2004 program year.

Step 2: Click PROGRAM YEAR.



For more information, see "Page Content Overview" on page 4.

The CNPweb displays the PROGRAM YEAR SELECTION page.

Program Year	Program Begin Date	Program End Date
2003	October 1, 2002	September 30, 2003
2004	October 1, 2003	September 30, 2004
2005	October 1, 2004	September 30, 2005

Screen 51: An example of the Program Year Selection page.

Step 3: Select the desired program year.



You can only view a previous program year's information sheet if you used the CNPweb to submit this sheet.

The CNPweb displays the SPONSOR SUMMARY – PACKET page for the selected program year.

Step 4: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page for the selected program year.

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	1	Approved	6/28/2003	View Revise
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise
39485 - CCC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Approved	6/26/2003	View Revise

Screen 52: An example of the Sponsor Summary – Applications page showing a revised sponsor information sheet for the selected program year.



If your organization submitted multiple revisions to the sponsor information sheet during the selected program year, the most current version automatically displays.

Other versions can be accessed by clicking on the plus sign.

Step 5: Click VIEW.

The CNPweb displays the SPONSOR INFORMATION SHEET for the selected program year.

Screen 53: An example of the Sponsor Information Sheet showing the information previously submitted in the selected program year.

Step 6: View the sponsor information sheet contents.



If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 7: Scroll to the bottom of the page.

Step 8: Click CANCEL.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Screen 54: An example of the Sponsor Summary – Applications page for the selected program year.



If other versions of your information sheet are available, you can review them at this time.

You must remember to change the program year back to the current program year before performing other CNPweb functions.

Delete a Sponsor Information Sheet

Occasionally, you may need to delete a Child and Adult Care Food Program sponsor information sheet that you entered by mistake. You can delete a sponsor information sheet before you add a center or provider information sheet.



You cannot delete a sponsor information sheet after adding center or provider information sheets.

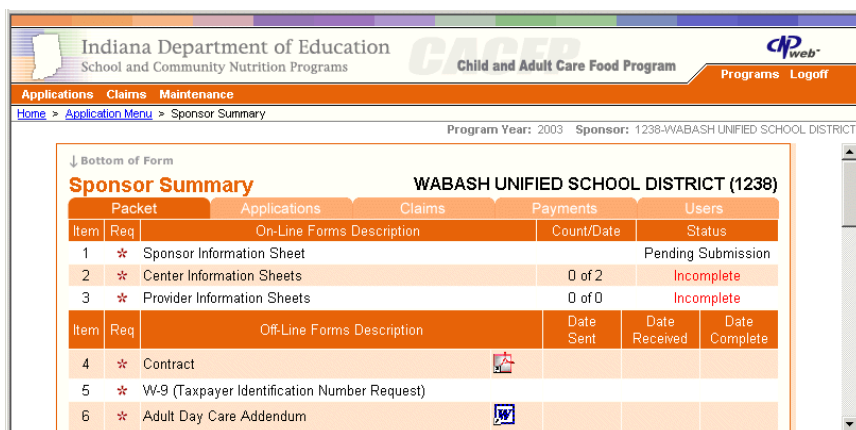
To delete a sponsor information sheet from the packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



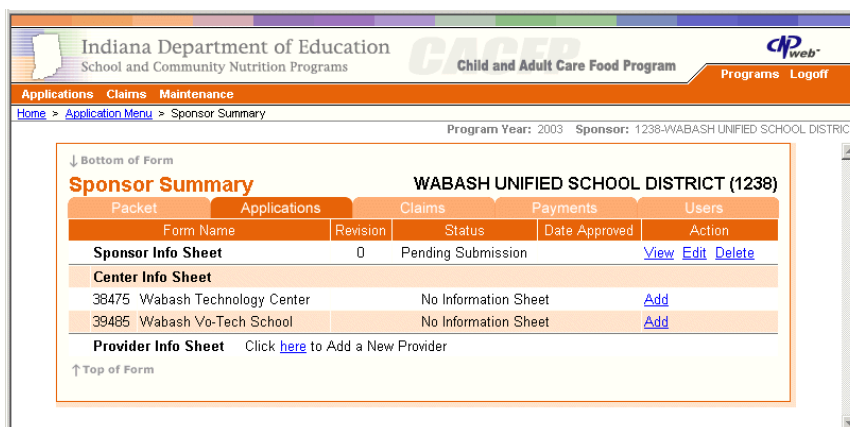
Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Center Information Sheets	0 of 2	Incomplete
3	★	Provider Information Sheets	0 of 0	Incomplete

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			

Screen 55: The Sponsor Summary – Packet page showing an unapproved sponsor information sheet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 Wabash Technology Center		No Information Sheet		Add
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 56: An example of the Sponsor Summary – Applications page showing an unapproved sponsor information sheet that you can delete.

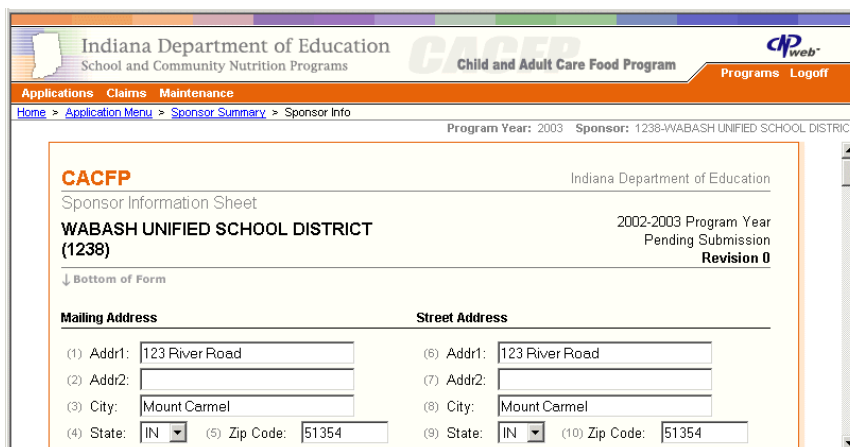
Step 3: Locate the sponsor information sheet.

Step 4: Click DELETE.



If the delete option is not available, you cannot delete the sponsor information sheet. For more information, see "Sponsor Information Sheet Overview" on page 21.

The CNPweb displays the SPONSOR INFORMATION SHEET.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Sponsor Information Sheet

Indiana Department of Education

WABASH UNIFIED SCHOOL DISTRICT (1238)

2002-2003 Program Year
Pending Submission
Revision 0

↓ Bottom of Form

Mailing Address

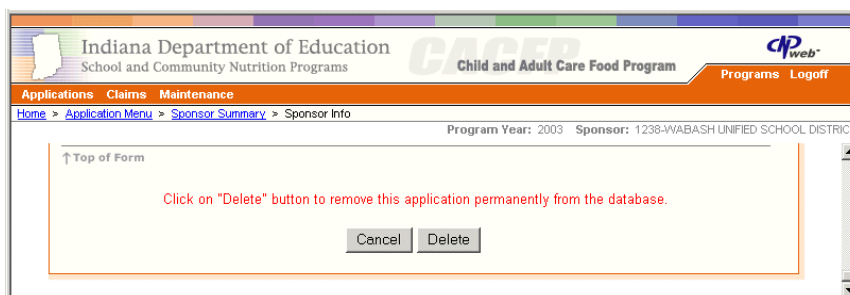
(1) Addr1: 123 River Road
(2) Addr2:
(3) City: Mount Carmel
(4) State: IN (5) Zip Code: 51354

Street Address

(6) Addr1: 123 River Road
(7) Addr2:
(8) City: Mount Carmel
(9) State: IN (10) Zip Code: 51354

Screen 57: An example of the sponsor INFORMATION SHEET.

Step 5: Scroll to the bottom of the page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Sponsor Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↑ Top of Form

Click on "Delete" button to remove this application permanently from the database.

Cancel Delete

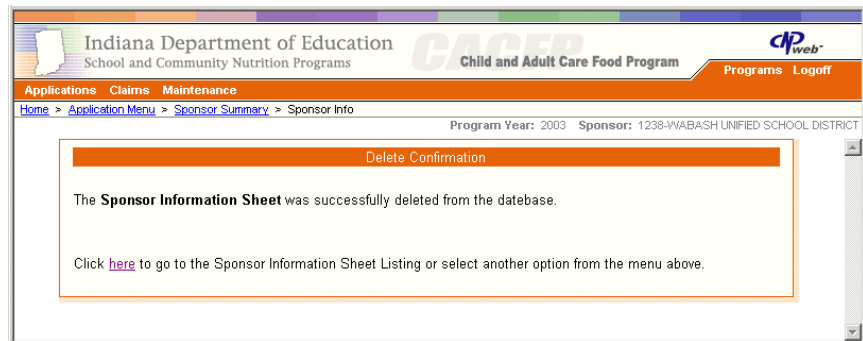
Screen 58: An example of the Delete button at the bottom of the Sponsor Information Sheet.

Step 6: Click DELETE.



If you do not want to delete this sponsor information sheet, click Cancel.

The *CNPweb* deletes the selected sponsor information sheet and displays the confirmation message.



Screen 59: *An example of the Sponsor Information Sheet – Post Confirmation message.*

4 Center Information Sheet

Center Information Sheet Overview

At the start of the program year, each sponsor must submit one or more center information sheets as part of the Child and Adult Care Food Program enrollment process. The center information sheet describes the center and how it participates in the CACFP.



Your organization must submit a separate center information sheet for each CACFP program implemented at each center.

The *CNPweb* prepares a list of centers that require center information sheets based on the information you have provided to the DOE about your centers. The *CNPweb* submits your entire packet to the DOE for review and approval once you have completed all of the components for your enrollment or renewal packet.

You can make changes to your center information sheets as necessary throughout the program year. The DOE reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of each center information sheet.

You can perform each of the following center information sheet tasks using the *CNPweb*:

Task Description	Page
Submit a new center information sheet for this program year	46
Edit an unapproved center information sheet	55
Revise an approved center information sheet	58
Review your center information sheet (current program year)	61
Review your center information sheet (previous program year)	64
Delete an unapproved center information sheet.	66

The *CNPweb* assigns a status to each center information sheet and displays the status on SPONSOR INFORMATION SHEET – APPLICATIONS page. The status identifies the location of the center information sheet in the creation and approval process.



The CNPweb uses the same statuses to track the sponsor, center and provider information sheets. For more information about information sheet statuses, see "Packet and Information Sheet Statuses" on page 18.

The following table identifies the actions you can take on a center information sheet based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Needs Correction	■	■	■	
Approved	■			■

Submit a Center Information Sheet

To create each Child and Adult Care Food Program center information sheet for the upcoming program year through your enrollment or renewal packet:

Step 1: Display the SPONSOR SUMMARY page.



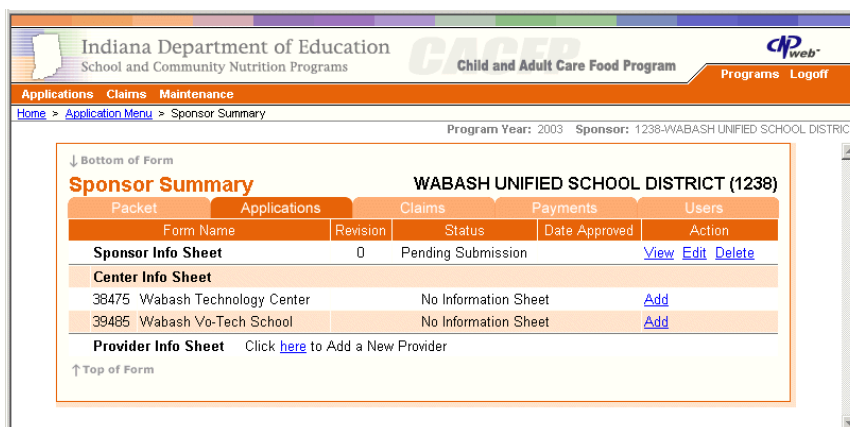
For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Screen 60: An example of the Sponsor Summary – Packet page before creating any center information sheets for this program year.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Screen 61: An example of the Sponsor Summary – Applications page before submitting a center information sheet.

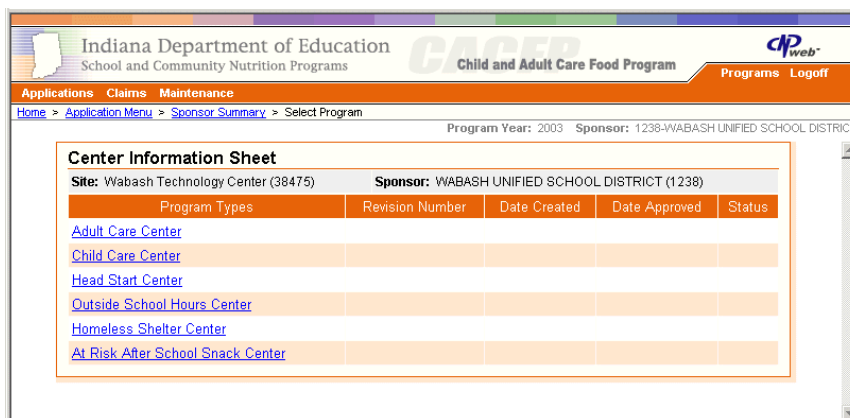
Step 3: Locate the desired center in the list.



If the desired center doesn't appear on the list, it means that the DOE doesn't expect that center to participate in the CACFP. Contact the DOE.

Step 4: Click ADD.

The CNPweb displays the CENTER INFORMATION SHEET – PROGRAM TYPE page.



Screen 62: An example of the Center Information Sheet – Program Type page.

Step 5: Click the appropriate program time for this center.



If this center participates in more than one of these program types, you must create a separate center information sheet for each program type.

The CNPweb displays the CENTER INFORMATION SHEET for the selected program type.

The screenshot shows the 'CACFP Center Information Sheet' form. At the top, it says 'Indiana Department of Education' and 'Child and Adult Care Food Program'. The form is for 'Wabash Technology Center (38475)' and is for the '2002-2003 Program Year'. It indicates a 'Pending Submission' and a 'New Application'. The form is divided into two main sections: 'Mailing Address' and 'Street Address'. Each section has fields for (1) Addr1, (2) Addr2, (3) City, (4) State (dropdown), (5) Zip Code, (6) Addr1, (7) Addr2, (8) City, (9) State (dropdown), (10) Zip Code, and (11) County (dropdown). The 'State' dropdowns are currently set to 'IN' and the 'County' dropdown is set to 'Adams'.

Screen 63: An example of the Center Information Sheet for the Child Care Center program type before adding any information.

Step 6: Complete the CENTER INFORMATION SHEET.



If you need assistance in completing these forms, contact the DOE.

Step 7: Click SUBMIT.

The *CNPweb* checks your information sheet for input errors.

Step 8: If errors are found, the *CNPweb* displays the CENTER INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

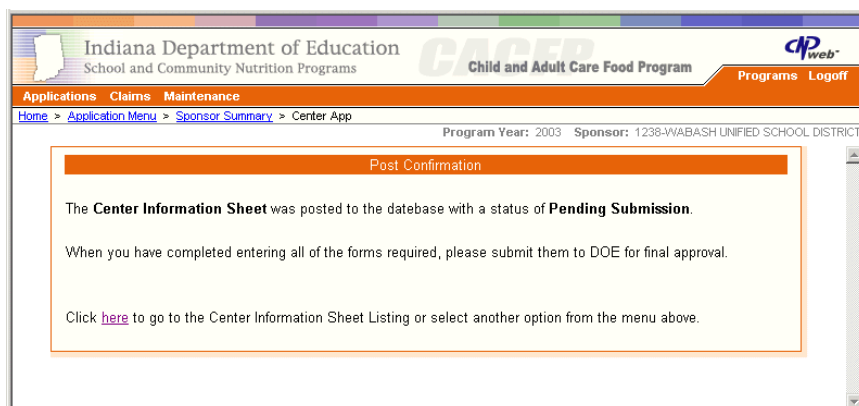
The screenshot shows the 'Post Confirmation' page. It states: 'The Center Information Sheet was posted to the database with a status of **Errors Detected**.' Below this, it explains: 'The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.' At the bottom, it says: 'Click [here](#) to go to the Center Information Sheet Listing or select another option from the menu above.'

Screen 64: An example of the Center Information Sheet – Post Confirmation page showing the error detection message.



For more information, see "Correct Center Information Sheet Input Errors" on page 49.

Step 9: If no errors are found, the *CNPweb* displays CENTER INFORMATION SHEET – POST CONFIRMATION page with the pending submission status message.



Screen 65: An example of the Center Information Sheet – Post Confirmation page showing the pending submission status message



If you have successfully submitted all sponsor, center, and provider information sheets for your organization, you may be ready to submit your packet. For more information, see “Submit Your Packet” on page 93.

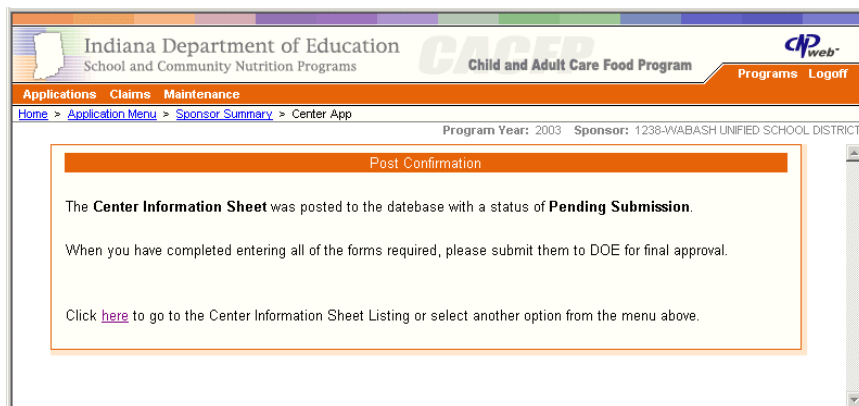
Correct Center Information Sheet Input Errors

Each time you submit a center information sheet for a Child and Adult Care Food Program location, the *CNPweb* reviews it for errors. If errors are found, the *CNPweb* notifies you. A center information sheet that contains errors cannot be submitted to the DOE for approval.



Use the validation messages on the form to correct the input errors.

- If no additional errors are found, the *CNPweb* changes the center information sheet status to PENDING SUBMISSION.
- If additional input errors are found, the *CNPweb* notifies you that errors were found. You must correct all errors before you can submit your packet to the DOE for review and approval.



Screen 66: An example of the Center Information Sheet – Post Confirmation page.

If you receive the CENTER INFORMATION SHEET – POST CONFIRMATION page with errors detected message, you can choose to correct the errors immediately, or you can return to the *CNPweb* at a later time.

Correct Errors Immediately

To open a center information sheet that contains input errors immediately after attempting to submit the form:

- Step 1:** At the CENTER INFORMATION SHEET – POST CONFIRMATION page, click to open the Center Information Sheet Listing page.
- The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - CCC	Wabash Technology Center	0	Errors	Add View Edit Delete
39485	Wabash Vo-Tech School		No Information Sheet	Add
Provider Info Sheet Click here to Add a New Provider				

Screen 67: An example of the Sponsor Summary – Applications page showing a center information sheet with errors.



Notice that you can still add a new center information sheet for this center. This option allows you to add center information sheets for other CACFP programs implemented at the center.

- Step 2:** Locate the center information sheet with the ERRORS status.



For more information about the status of center information sheets, see “Packet and Information Sheet Statuses” on page 18.

- Step 3:** Click EDIT.



If the edit option is not available, you cannot make changes to this information sheet. For more information, see “Center Information Sheet Overview” on page 45.

The *CNPweb* displays the CENTER INFORMATION SHEET with error messages visible.

Screen 68: An example of the Center Information Sheet for the Child Care Program with input error message visible.



From here, you must correct all of the errors on the information sheet and resubmit it. You must repeat this process until all errors have been resolved.

Correct Errors Later

If you cannot resolve the input errors at the time you submit the center information sheet with errors, you can open the center information sheet at a later time.

To open a center information sheet that contains input errors at a later time from your packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY page.

Item	Req	On-Line Forms Description	Count/Date	Status
1	*	Sponsor Information Sheet		Pending Submission
2	*	Center Information Sheets	1 of 2	Incomplete
3	*	Provider Information Sheets	0 of 0	Incomplete

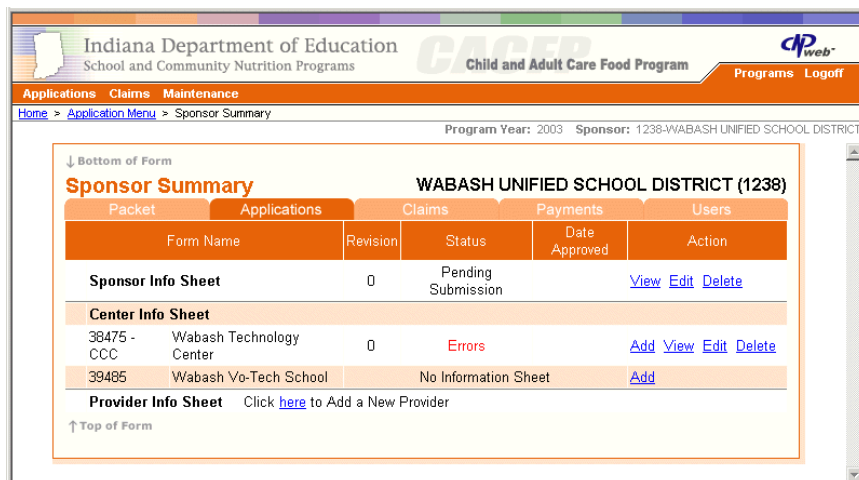
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	*	Contract			
5	*	W-9 (Taxpayer Identification Number Request)			
6	*	Adult Day Care Addendum			
7	*	Listing of Federal Grants Received			
8	*	Audit Certification Form			

Screen 69: The Sponsor Summary page showing one center information sheet in progress.



When you submit your center information sheet, even if it contains errors, the CNPweb updates your packet.

- Step 2:** Click the APPLICATIONS tab.
The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
36475 - CCC Wabash Technology Center	0	Errors		Add View Edit Delete
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 70: An example of the Sponsor Summary – Applications page showing a center information sheet with errors.

- Step 3:** Locate the center information sheet with the ERRORS status.



For more information about the status of center information sheets, see “Packet and Information Sheet Statuses” on page 18.

- Step 4:** Click EDIT.



If the edit option is not available, you cannot make changes to this information sheet. For more information, see “Center Information Sheet Overview” on page 45.

The CNPweb displays the CENTER INFORMATION SHEET with error messages visible.

Indiana Department of Education
School and Community Nutrition Programs

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary > Center App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education
Center Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)
2002-2003 Program Year

Wabash Technology Center (38475)

Errors
Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [4](#) [5](#) [9](#) [11](#)

Screen 71: An example of the Center Information Sheet with input error messages visible.



From here, you must correct all of the errors on the information sheet and resubmit it. You must repeat this process until all errors have been resolved.

Page Validation Error Message

The CNPweb provides you with details about each input error to help you correct the CENTER INFORMATION SHEET and successfully submit it.

At the top of the page, the CNPweb displays the VALIDATION ERRORS message. This message describes the two types of error messages, and provides a list of the sections that contain input errors.

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [4](#) [5](#) [9](#) [11](#)

Screen 72: An example of the Center Information Sheet Validation Errors message showing errors in sections 4, 5, 9, and 11.



You can scroll through the form to locate the first error, or you can click on the section numbers to jump directly to a section.

Section Validation Error Message

When you view a section of the CENTER INFORMATION SHEET that contains an input error, the CNPweb provides you with details about each input error within the section.

Section 4 - Validation Errors

Field No.	Severity	Description
26	1	If Center Program Type is Child Care, Head Start, Outside School Hours, or Homeless Shelter, Age Range cannot exceed 12 years.

Go to Section: [4](#) [5](#) [9](#) [11](#)

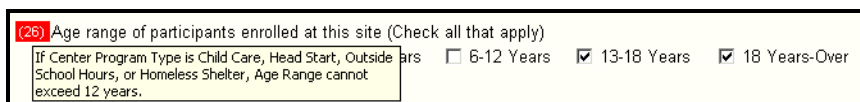
Screen 73: An example of the Center Information Sheet Validation Errors message showing one error in this section.

The section validation error message provides the following information about each input error in this section:

Status	Description
Field Number	Provides the field number where the error occurs. Each field on this form is given a unique field number.
Severity	<p>The severity of the error is rated as 1 or 2.</p> <ul style="list-style-type: none"> ■ Severity 1 – errors must be correct before the form will be submitted for approval. ■ Severity 2 – errors that do not prevent the form from being submitted for approval. <p>All errors should be corrected on this form.</p>
Description	A statement of the error condition, with information designed to help you fix the error.

Field Validation Error Message

When you view a field of the CENTER INFORMATION SHEET that contains an input error, the *CNPweb* provides you with details about that error.



Screen 74: An example of a field error number showing the error description.

The *CNPweb* also marks each field with an input error. The field number appears in red.



If you place your mouse over the field number, the *CNPweb* displays the error description text.

Change a Center Information Sheet

You can make changes to your Child and Adult Care Food Program center information sheets throughout the program year as necessary. The status of the information sheet determines which procedure you use.

- **Edit the existing sheet** – you can make changes to an existing information sheet if it has not been approved (statuses include ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION).
- **Revise the existing sheet** – you must submit a revision to the existing information sheet if it has been approved (status APPROVED). This way, the *CNPweb* keeps a copy of all approved versions of your center information sheets.



You cannot make changes to a center information sheet with the Pending Approval status.

As you can see, the procedure for changing a center information sheet with any unapproved status is different from the procedure for changing a center information sheet with the approved status.

Edit a Center Information Sheet

You can edit a Child and Adult Care Food Program center information sheet that has not been approved by the DOE. An unapproved information sheet has the ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION statuses.



You can edit an unapproved center information sheet before you submit your enrollment or renewal packet.

If you submit a revised information sheet that the DOE returns with Needs Correction, you must make the required changes and resubmit the information sheet.

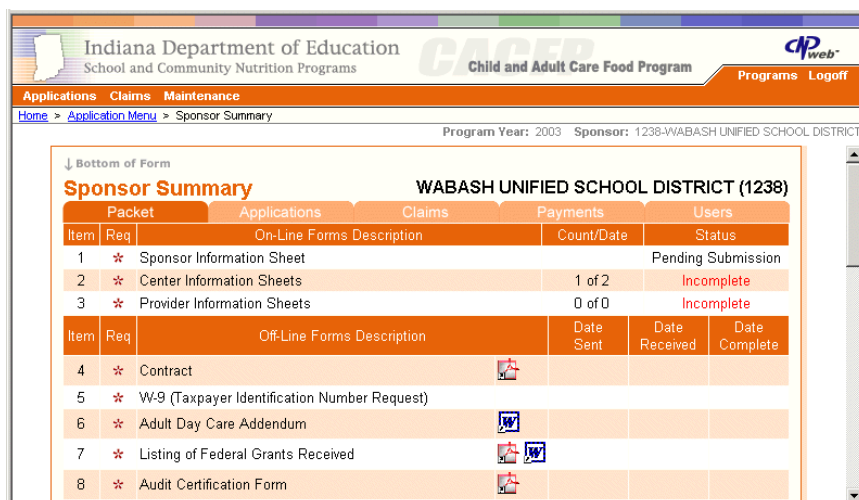
To edit any part of an unapproved center information sheet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Submission	
2	★	Center Information Sheets	1 of 2	Incomplete	
3	★	Provider Information Sheets	0 of 0	Incomplete	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received			
8	★	Audit Certification Form			

Screen 75: The Sponsor Summary – Packet page showing one completed center information sheet for this sponsor.

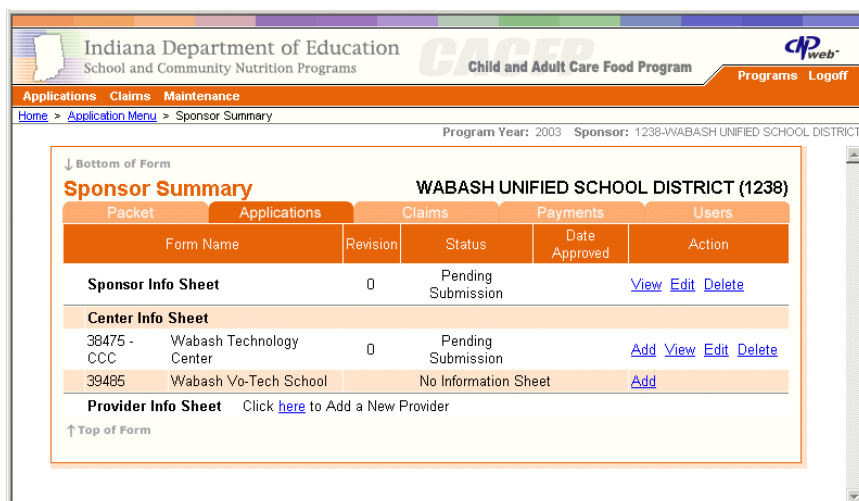


Even though the overall center information sheet status is Incomplete, you can tell that one center information sheet has the Pending Submission status because it says that "1 of 2" is completed. The provider information sheet status is also Incomplete, but there are no completed provider information sheets because it says that "0 of 2" are completed.

For more information, see "Sponsor Summary – Applications Page Contents" on page 14.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - CCC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485	Wabash Vo-Tech School	No Information Sheet		Add
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 76: An example of the Sponsor Summary – Applications page showing a completed but unapproved center information sheet that you can edit.

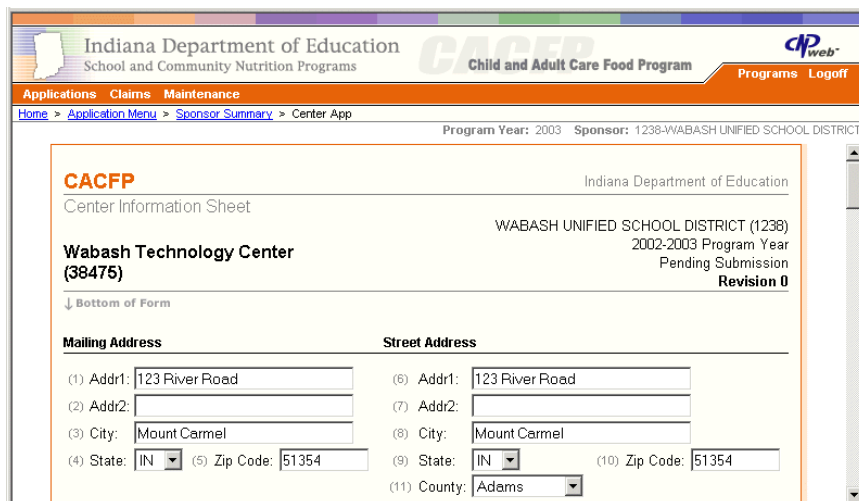
Step 3: Locate the desired center information sheet in the list.

Step 4: Click EDIT.



If the Edit option is not available, you cannot edit the center information sheet. For more information, see “Change a Center Information Sheet” on page 54.

The CNPweb displays the CENTER INFORMATION SHEET.



Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Center App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Center Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)
2002-2003 Program Year
Pending Submission
Revision 0

↓ Bottom of Form

Mailing Address **Street Address**

(1) Addr1: 123 River Road (6) Addr1: 123 River Road
(2) Addr2: (7) Addr2:
(3) City: Mount Carmel (8) City: Mount Carmel
(4) State: IN (5) Zip Code: 51354 (9) State: IN (10) Zip Code: 51354
(11) County: Adams

Screen 77: An example of an unapproved center information sheet showing the information previously submitted.

Step 5: Make all appropriate changes to the center information.

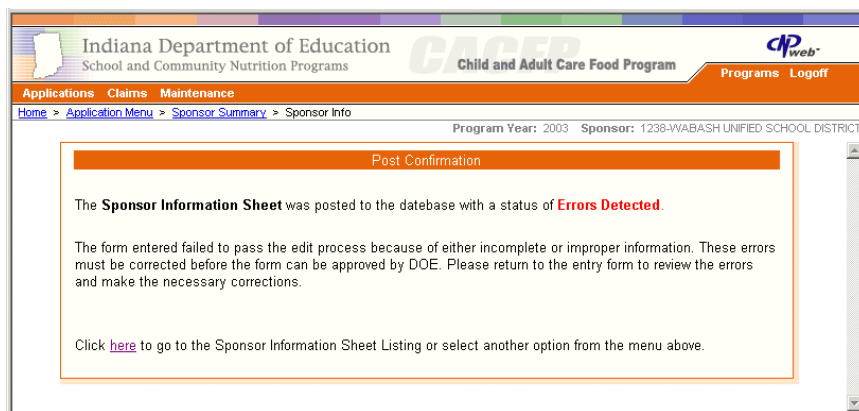


If you are editing a revised information sheet that the DOE returned as Needs Correction, you must also check the box to resubmit the information sheet to the DOE. For more information, see “Revise a Center Information Sheet” on page 58.

Step 6: Click SUBMIT.

The *CNPweb* checks your center information sheet for input errors.

Step 7: If errors are found, the *CNPweb* displays the CENTER INFORMATION SHEET – POST CONFIRMATION page with the error detection message.



Screen 78: An example of the Center Information Sheet – Post Confirmation page showing the error detection message.

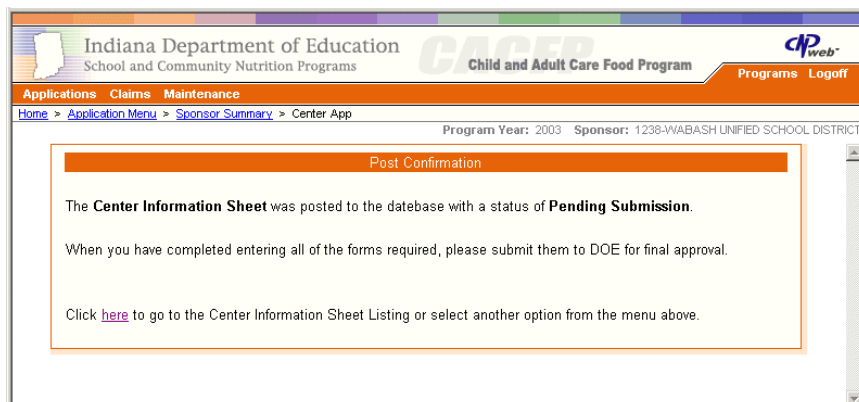


For more information, see “Correct Center Information Sheet Input Errors” on page 49.

Step 8: If no errors are found, the *CNPweb* displays the CENTER INFORMATION SHEET – POST CONFIRMATION page with the pending submission status message.



If you submit a revision that contains no errors, the *CNPweb* assigns the Pending Approval status and displays the Center Information Sheet – Post Confirmation page with the pending approval status.



Screen 79: An example of the Center Information Sheet – Post Confirmation page showing the pending status message



If you have not submitted your packet, the CNPweb places your edited center information sheet in your packet.

If you have submitted your packet, the CNPweb submits your edited center information sheet to the DOE for review and approval.

Revise a Center Information Sheet

You can revise an approved Child and Adult Care Food Program center information sheet. The CNPweb keeps track of all information sheet revisions, and submits the revised version to the DOE for review and approval. When the DOE reviews the information sheet, they can either approve it or send it back to you for correction.

When you submit an original information sheet at the start of the program year, you submit it as part of your enrollment or renewal packet. When you revise an approved information sheet during the program year, you submit the information sheet directly to the DOE, apart from your packet. For this reason, you must check a box on the form to submit the revised information sheet to the DOE for review and approval. An example of this checkbox appears below.



If your revised information sheet comes back from the DOE as Needs Correction, you must edit it to make the changes. The submit checkbox appears on the revised form so you can resubmit it to the DOE for approval.


To revise an approved center information sheet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.




Indiana Department of Education

School and Community Nutrition Programs

CACFP

Child and Adult Care Food Program



Programs

Logoff

Applications

Claims

Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003




Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

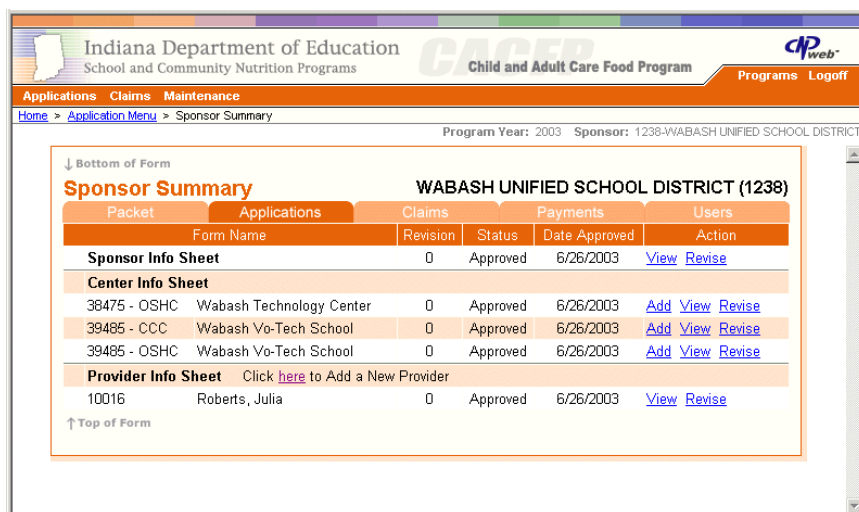
WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description		Count/Date	Status
1	★	Sponsor Information Sheet			Approved
2	★	Center Information Sheets		2 of 2	Approved
3	★	Provider Information Sheets		1 of 1	Approved
4		Forms Submitted to State for Approval		6/26/2003	Approved
5		Forms Approved by the State		6/26/2003	Approved

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
6	★	Contract 	6/24/2003	6/25/2003	6/25/2003
7	★	W-9 (Taxpayer Identification Number Request)	6/25/2003	6/26/2003	6/26/2003
8		Adult Day Care Addendum 	6/25/2003	6/26/2003	6/26/2003
9		Listing of Federal Grants Received 	6/24/2003	6/25/2003	6/25/2003

Screen 80: The Sponsor Summary – Packet page showing an approved center information sheet.

- Step 2:** Click the APPLICATIONS tab.
The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.



Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Approved	6/26/2003	View Revise
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise
39485 - CCC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
Provider Info Sheet	Click here to Add a New Provider			
10016 Roberts, Julia	0	Approved	6/26/2003	View Revise

Screen 81: An example of the Sponsor Summary – Applications page showing three approved center information sheets that you can revise.

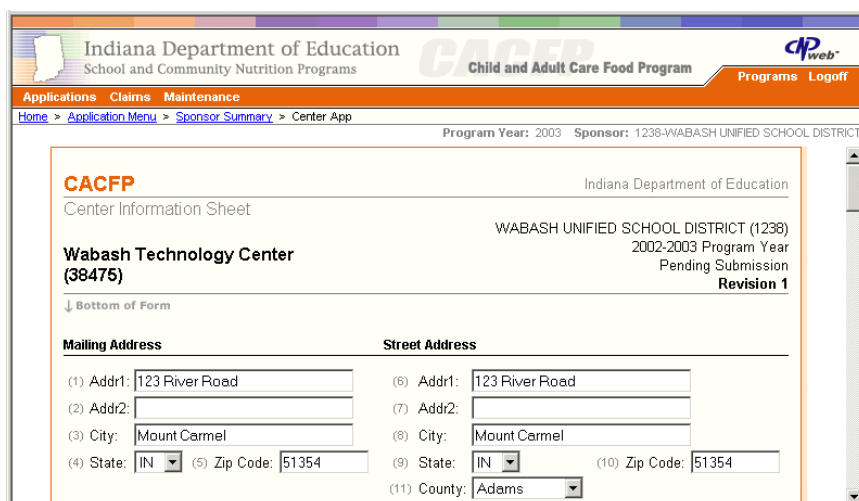
- Step 3:** Locate the desired center information sheet.

- Step 4:** Click REVISE.



If the Revise option is not available, you cannot submit a revision for this center information sheet. For more information, see “Change a Center Information Sheet” on page 54.

The *CNPweb* displays the CENTER INFORMATION SHEET.



CACFP Center Information Sheet

Indiana Department of Education

WABASH UNIFIED SCHOOL DISTRICT (1238)

2002-2003 Program Year

Pending Submission

Revision 1

↓ Bottom of Form

Mailing Address	Street Address
(1) Addr1: 123 River Road	(6) Addr1: 123 River Road
(2) Addr2:	(7) Addr2:
(3) City: Mount Carmel	(8) City: Mount Carmel
(4) State: IN (5) Zip Code: 51354	(9) State: IN (10) Zip Code: 51354
	(11) County: Adams

Screen 82: An example of the Center Information Sheet showing the information previously submitted.



Notice that the *CNPweb* updates the revision number at the top of this form.

Step 5: Make all appropriate changes to the center information.

Step 6: Scroll to the bottom of the page.

Screen 83: An example of the Center Information Sheet showing the submit revision checkbox.

Step 7: Check the box to submit the form to the DOE for approval.



When you revise an approved information sheet, you must check this box to submit the form to the DOE for approval. This checkbox also appears when you edit a revised information sheet

Step 8: Click SUBMIT.

The *CNPweb* checks your center information sheet for input errors.

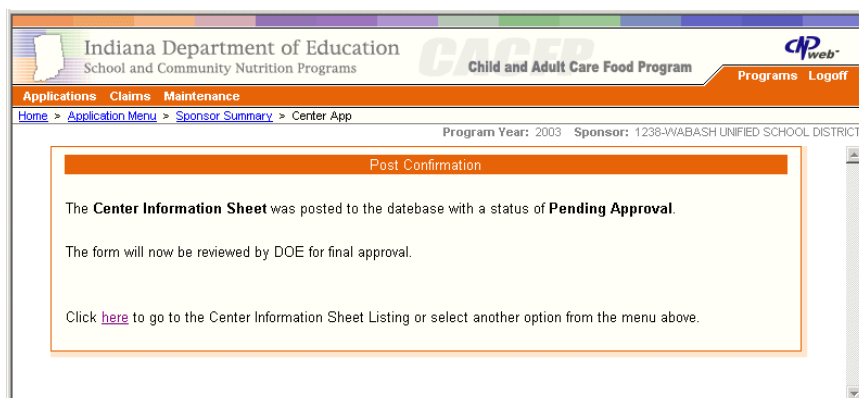
Step 9: If errors are found, the *CNPweb* displays the CENTER INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

Screen 84: An example of the Center Information Sheet – Post Confirmation page showing the error detection message.



For more information, see “Correct Center Information Sheet Input Errors” on page 49.

Step 10: If no errors are found, the *CNPweb* displays the CENTER INFORMATION SHEET – POST CONFIRMATION page with the pending approval status message.



Screen 85: An example of the Center Information Sheet – Post Confirmation page showing the pending approval status message



The CNPweb submits your revised center information sheet to the DOE for review and approval.

The DOE will either approve your revision (Approved status), or will ask you to make corrections (Needs Correction status). You can tell the status of the revised information sheet on the Sponsor Status – Applications tab.

If the DOE returns your information sheet for correction, you must edit it and make the required changes. For more information about correcting a center information sheet returned by the DOE, see “Edit a Center Information Sheet” on page 55.

Review a Center Information Sheet

At any time, you can review your organization’s Child and Adult Care Food Program center information sheets. You can view the contents of the current center information sheet in any status.



Viewing an information sheet only allows you to read the contents. If you want to change the contents, you must either edit an unapproved information sheet, or revise an approved information sheet.

For more information, see “Change a Center Information Sheet” on page 54.

View the Current Program Year Information Sheet

To review your organization’s Child and Adult Care Food Program center information sheet for the current program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Submission	
2	★	Center Information Sheets	1 of 2	Incomplete	
3	★	Provider Information Sheets	0 of 0	Incomplete	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received			
8	★	Audit Certification Form			

Screen 86: The Sponsor Summary – Packet page showing an unapproved original center information sheet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action	
Sponsor Info Sheet	0	Pending Submission		View Edit Delete	
Center Info Sheet					
38475 - Wabash Technology CCC Center	0	Pending Submission		Add View Edit Delete	
39485 Wabash Vo-Tech School		No Information Sheet		Add	
Provider Info Sheet Click here to Add a New Provider					

↑ Top of Form

Screen 87: An example of the Sponsor Summary – Applications page showing an unapproved center information sheet that you can view.

Step 3: Select the desired center information sheet.

Step 4: Click VIEW.

The CNPweb displays the CENTER INFORMATION SHEET.

Indiana Department of Education
School and Community Nutrition Programs

CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Center App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Center Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)
2002-2003 Program Year
Pending Submission
Revision 0

↓ Bottom of Form

Mailing Address **Street Address**

(1) Addr1: 123 River Road (6) Addr1: 123 River Road
(2) Addr2: (7) Addr2:
(3) City: Mount Carmel (8) City: Mount Carmel
(4) State: IN (5) Zip Code: 51354 (9) State: IN (10) Zip Code: 51354
(11) County: Adams

Screen 88: An example of an unapproved original Center Information Sheet showing the information previously submitted.

Step 5: View the center information sheet contents.



If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 6: Scroll to the bottom of the page.

Step 7: Click CANCEL.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - Wabash Technology Center	0	Pending Submission		Add View Edit Delete
39485 Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet				

Click [here](#) to Add a New Provider

↑ Top of Form

Screen 89: An example of the Sponsor Summary – Applications page showing an unapproved original center information sheet.



If other versions of your information sheet are available, you can review them at this time.

View a Previous Program Year Information Sheet

To review your organization's Child and Adult Care Food Program center information sheet for a previous program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

The screenshot shows the 'Sponsor Summary' page for the 2004 program year. The page header includes the Indiana Department of Education logo and the 'CNPweb' logo. The main content area displays 'WABASH UNIFIED SCHOOL DISTRICT (1238)' and a table with columns for 'Packet', 'Applications', 'Claims', 'Payments', and 'Users'. The 'Packet' column shows a status of 'Incomplete'.

Packet	Applications	Claims	Payments	Users
1	★	Sponsor Information Sheet	Count/Date	Status
				Incomplete

Screen 90: The Sponsor Summary – Packet page for the 2004 program year.

Step 2: Click PROGRAM YEAR.



For more information, see "Page Content Overview" on page 4.

The CNPweb displays the PROGRAM YEAR SELECTION page.

The screenshot shows the 'Program Year Selection' page. It displays a table with columns for 'Program Year', 'Program Begin Date', and 'Program End Date'. The years 2003, 2004, and 2005 are listed, with 2004 highlighted in blue.

Program Year	Program Begin Date	Program End Date
2003	October 1, 2002	September 30, 2003
2004	October 1, 2003	September 30, 2004
2005	October 1, 2004	September 30, 2005

Screen 91: An example of the Program Year Selection page.

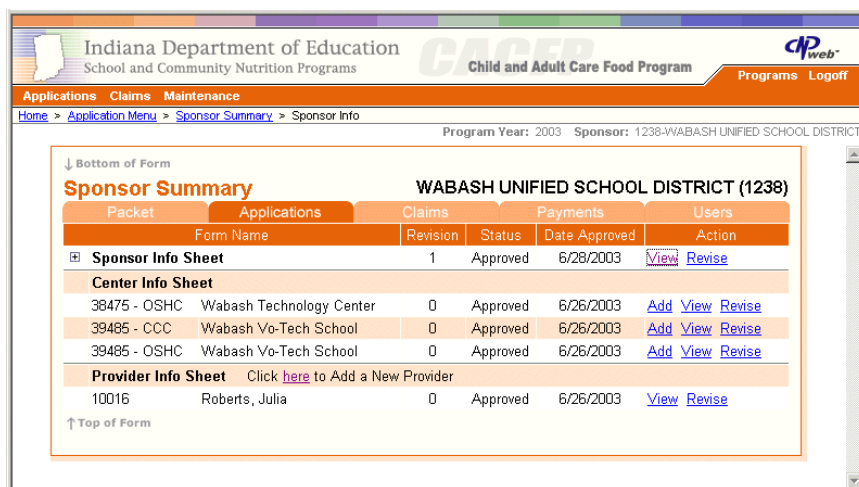
Step 3: Select the desired program year.



You can only view a previous program year's information sheet if you used the CNPweb to submit this sheet.

The CNPweb displays the SPONSOR SUMMARY – PACKET page for the selected program year.

- Step 4:** Click the APPLICATIONS tab.
- The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page for the selected program year.



Screen 92: An example of the Sponsor Summary – Applications page showing an approved original center information sheet for each center in the selected program year.



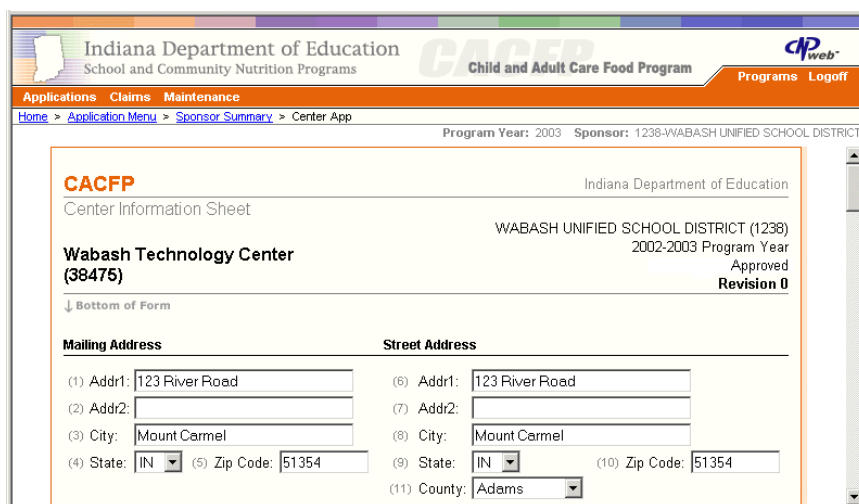
If your organization submitted multiple revisions to the center information sheet during the selected program year, the most current version automatically displays.

Other versions can be accessed by clicking on the plus sign.

- Step 5:** Select the desired center information sheet.

- Step 6:** Click VIEW.

The *CNPweb* displays the CENTER INFORMATION SHEET for the selected program year.



Screen 93: An example of the Center Information Sheet showing the information previously submitted in the selected program year.

Step 7: View the center information sheet contents.



If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 8: Scroll to the bottom of the page.

Step 9: Click CANCEL.

The **CNPweb** displays the SPONSOR SUMMARY – APPLICATIONS page.

Screen 94: An example of the Sponsor Summary – Applications page for the selected program year.



If other versions of your information sheet are available, you can review them at this time.

You must remember to change the program year back to the current program year before performing other CNPweb functions.

Delete a Center Information Sheet

Occasionally, you may need to delete a Child and Adult Care Food Program center information sheet that you entered by mistake. You can delete a center information sheet before it has been approved. If you discover the mistake after it has been approved, you can only edit the sheet



Do not attempt to delete a center information sheet for a center that is no longer participating in the Child and Adult Care Food Program. This is handled by the DOE.

To delete an unapproved center information sheet from the packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Center Information Sheets	1 of 2	Incomplete
3	★	Provider Information Sheets	0 of 0	Incomplete

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract			
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received			
8	★	Audit Certification Form			

Screen 95: The Sponsor Summary – Packet page showing an unapproved center information sheet.

Step 2: Click the APPLICATIONS tab.

The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - Wabash Technology CCC	0	Pending Submission		Add View Edit Delete
39485 - Wabash Vo-Tech School		No Information Sheet		Add
Provider Info Sheet		Click here to Add a New Provider		

↑ Top of Form

Screen 96: An example of the Sponsor Summary – Applications page showing an unapproved center information sheet that you can delete.

Step 3: Locate the desired center information sheet.

Step 4: Click DELETE.



If the delete option is not available, you cannot delete the center information sheet. For more information, see "Center Information Sheet Overview" on page 45.

The *CNPweb* displays the CENTER INFORMATION SHEET.

Indiana Department of Education
School and Community Nutrition Programs

CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Center App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education
Center Information Sheet

WABASH UNIFIED SCHOOL DISTRICT (1238)
2002-2003 Program Year
Pending Submission
Revision 0

↓ Bottom of Form

Mailing Address					Street Address					
(1) Addr1:	<input type="text" value="123 River Road"/>				(6) Addr1:	<input type="text" value="123 River Road"/>				
(2) Addr2:	<input type="text"/>				(7) Addr2:	<input type="text"/>				
(3) City:	<input type="text" value="Mount Carmel"/>				(8) City:	<input type="text" value="Mount Carmel"/>				
(4) State:	<input type="text" value="IN"/>	(5) Zip Code:	<input type="text" value="51354"/>		(9) State:	<input type="text" value="IN"/>	(10) Zip Code:	<input type="text" value="51354"/>		
					(11) County:	<input type="text" value="Adams"/>				

Screen 97: An example of the Center INFORMATION SHEET.

Step 5: Scroll to the bottom of the page.

Indiana Department of Education
School and Community Nutrition Programs

CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Center App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Created By: cksponsor Date Created: 6/23/2003 Modified By: cksponsor Date Modified: 6/23/2003

↑ Top of Form

Click on "Delete" button to remove this information sheet permanently from the database.

Cancel Delete

Screen 98: An example of the Delete button at the bottom of the Center Information Sheet.

Step 6: Click DELETE.



If you do not want to delete this sponsor information sheet, click Cancel.

The CNPweb deletes the selected center information sheet and displays the confirmation message.

Indiana Department of Education
School and Community Nutrition Programs

CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Center App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Delete Confirmation

The Center Information Sheet was successfully deleted from the database.

Click [here](#) to go to the Center Information Sheet Listing or select another option from the menu above.

Screen 99: An example of the Center Information Sheet – Post Confirmation page.

5 Provider Information Sheet

Provider Information Sheet Overview

At the start of the program year, each Family Day Care Home sponsor must submit a provider information sheet for each day care home provider as part of the Child and Adult Care Food Program enrollment process. The provider information sheet describes the provider and its participation in the CACFP.

If your organization marks on your sponsor information sheet that you sponsor providers, the *CNPweb* requires you to submit at least one provider information sheet as part of your enrollment or renewal packet. You must submit a separate provider information sheet for each day care home provider that participates in the CACFP program. The *CNPweb* submits your entire packet to the DOE for review and approval once you have completed all of the components for your enrollment or renewal packet.

You can make changes to your provider information sheets as necessary throughout the program year. The DOE reviews and approves each change, and the *CNPweb* keeps a copy of each approved version of each provider information sheet.

You can perform each of the following provider information sheet tasks using the *CNPweb*:

Task Description	Page
Submit a new provider information sheet for this program year	70
Edit an unapproved provider information sheet	78
Revise an approved provider information sheet	81
Review your provider information sheet (current program year)	85
Review your provider information sheet (previous program year)	87
Delete an unapproved provider information sheet.	90

The *CNPweb* assigns a status to each provider information sheet and displays the status on SPONSOR INFORMATION SHEET – APPLICATIONS page. The status identifies the location of the provider information sheet in the creation and approval process.



The CNPweb uses the same statuses to track the sponsor, center and provider information sheets. For more information about information sheet statuses, see "Packet and Information Sheet Statuses" on page 18.

The following table identifies the actions you can take on a provider information sheet based on its status.

Status	View	Edit	Delete	Revise
Errors	■	■	■	
Pending Submission	■	■	■	
Pending Approval	■			
Needs Correction	■	■	■	
Approved	■			■

Submit a Provider Information Sheet

To create each Child and Adult Care Food Program day care home provider information sheet for the upcoming program year through your enrollment or renewal packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Screen 100: An example of the Sponsor Summary – Packet page before creating any provider information sheets for this program year.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary **WABASH UNIFIED SCHOOL DISTRICT (1238)**

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485 - OSHC	Wabash Vo-Tech School	0	Pending Submission	Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				

↑ Top of Form

Screen 101: An example of the Sponsor Summary – Applications page before submitting a provider information sheet.

Step 3: Click ADD A NEW PROVIDER.

The CNPweb displays the PROVIDER INFORMATION SHEET.

Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Provider App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Day Care Home Provider Information

Sponsoring Organization: WABASH UNIFIED SCHOOL DISTRICT (1238)

(1) 2002-2003 Program Year

(2) Provider ID 0 (3) Provider Birthdate Pending Submission

(4) Start Date (5) Termination Date **New Application**

(6) Closed Date (7) Termination Reason

↓ Bottom of Form

Home Information	License Information
(8) Lic. Holder <input type="text"/>	(17) Lic. Number <input type="text"/>
(9) Owner <input type="text"/>	(18) Capacity <input type="text"/>

Screen 102: An example of the Provider INFORMATION SHEET before adding any information.

Step 4: Complete the PROVIDER INFORMATION SHEET.



If you need assistance in completing this forms, contact the DOE.

Step 5: Click SUBMIT.

The CNPweb checks your information sheet for input errors.

Step 6: If errors are found, the CNPweb displays the PROVIDER INFORMATION SHEET – POST CONFIRMATION page with the error detection message.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Post Confirmation

The **Provider Application** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.

Click [here](#) to go to the Provider Application Listing or select another option from the menu above.

Screen 103: An example of the Provider Application – Post Confirmation page showing the error detection message.



For more information, see “Correct Provider Information Sheet Input Errors” on page 73.

Step 7: If no errors are found, the *CNPweb* displays the PROVIDER APPLICATION – POST CONFIRMATION page with the pending submission status message.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Provider App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Post Confirmation

The **Provider Application** was posted to the database with a status of **Pending Submission**.

When you have completed entering all of the forms required, please submit them to DOE for final approval.

Click [here](#) to go to the Provider Application Listing or select another option from the menu above.

Screen 104: An example of the Provider Application – Post Confirmation page showing the pending submission status message



If you have successfully submitted all sponsor, center, and provider information sheets for your organization, you may be ready to submit your packet. For more information, see “Submit Your Packet” on page 93.

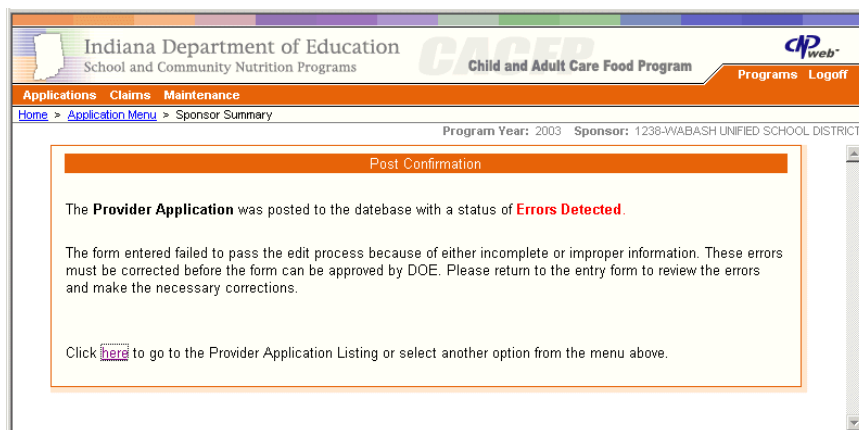
Correct Provider Information Sheet Input Errors

Each time you submit a provider information sheet for a Child and Adult Care Food Program location, the *CNPweb* reviews it for errors. If errors are found, the *CNPweb* notifies you. A provider information sheet that contains errors cannot be submitted to the DOE for approval.



Use the validation messages on the form to correct the input errors.

- If no additional errors are found, the *CNPweb* changes the provider information sheet status to PENDING SUBMISSION.
- If additional input errors are found, the *CNPweb* notifies you that errors were found. You must correct all errors before you can submit your packet to the DOE for review and approval.



The screenshot shows the Indiana Department of Education's Child and Adult Care Food Program web application. The page title is 'Post Confirmation'. The message states: 'The Provider Application was posted to the database with a status of **Errors Detected**. The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.' It also includes a link: 'Click [here](#) to go to the Provider Application Listing or select another option from the menu above.'

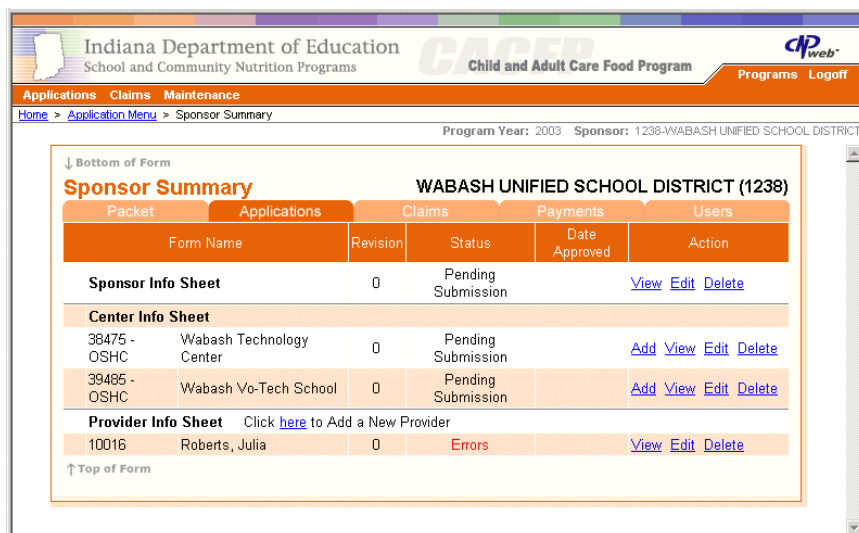
Screen 105: An example of the Provider Application Post Confirmation page.

If you receive the PROVIDER APPLICATION POST CONFIRMATION page with errors detected message, you can choose to correct the errors immediately, or you can return to the *CNPweb* at a later time.

Correct Errors Immediately

To open a provider information sheet that contains input errors immediately after attempting to submit it:

- Step 1:** At the PROVIDER APPLICATION POST CONFIRMATION page, click to open the Provider Application Listing page.
- The *CNPweb* displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs
CACFP
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485 - OSHC	Wabash Vo-Tech School	0	Pending Submission	Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016	Roberts, Julia	0	Errors	View Edit Delete

↑ Top of Form

Screen 106: An example of the Sponsor Summary – Applications page showing a provider information sheet with errors.

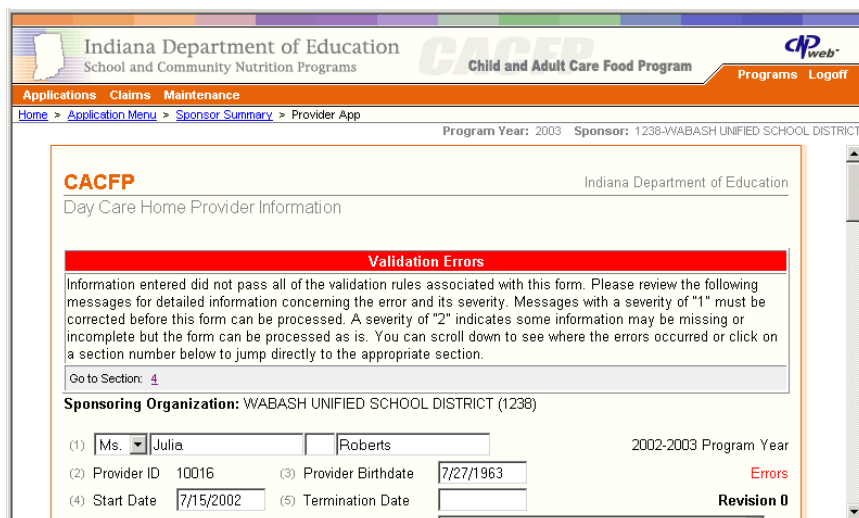
Step 2: Locate the provider information sheet with the ERRORS status.



For more information about the status of center information sheets, see “Packet and Information Sheet Statuses” on page 18.

Step 3: Click EDIT.

The CNPweb displays the PROVIDER INFORMATION SHEET with error messages visible.



Indiana Department of Education
CACFP
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary > Provider App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education
Day Care Home Provider Information

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [4](#)

Sponsoring Organization: WABASH UNIFIED SCHOOL DISTRICT (1238)

(1) Ms. Julia Roberts 2002-2003 Program Year

(2) Provider ID 10016 (3) Provider Birthdate 7/27/1963

(4) Start Date 7/15/2002 (5) Termination Date

Errors
Revision 0

Screen 107: An example of the Provider INFORMATION SHEET with input error message visible.



From here, you must correct all of the errors on the information sheet and resubmit it. You must repeat this process until all errors have been resolved.

Correct Errors Later

If you cannot resolve the input errors at the time you submit the provider information sheet with errors, you can open the provider information sheet at a later time.

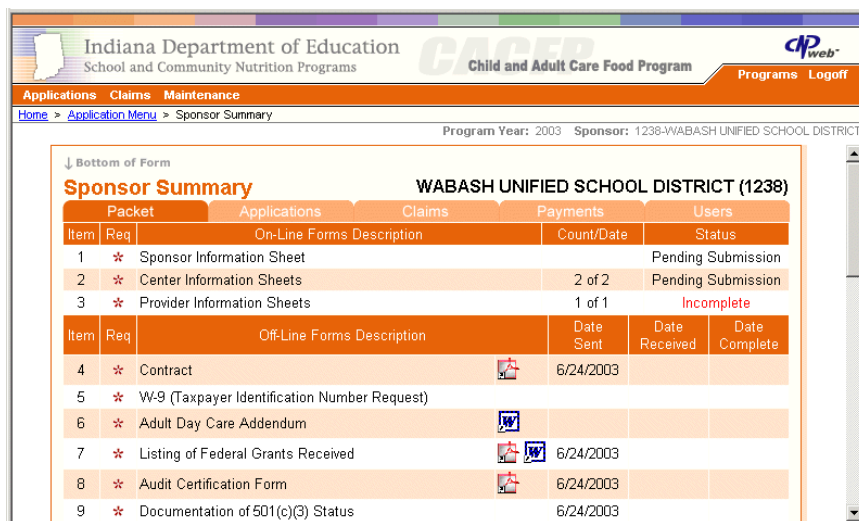
To open a provider information sheet that contains input errors at a later time:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY page.



Item	Req	On-Line Forms Description	Count/Date	Status
1	*	Sponsor Information Sheet		Pending Submission
2	*	Center Information Sheets	2 of 2	Pending Submission
3	*	Provider Information Sheets	1 of 1	Incomplete

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	*	Contract	6/24/2003		
5	*	W-9 (Taxpayer Identification Number Request)			
6	*	Adult Day Care Addendum			
7	*	Listing of Federal Grants Received	6/24/2003		
8	*	Audit Certification Form	6/24/2003		
9	*	Documentation of 501(c)(3) Status	6/24/2003		

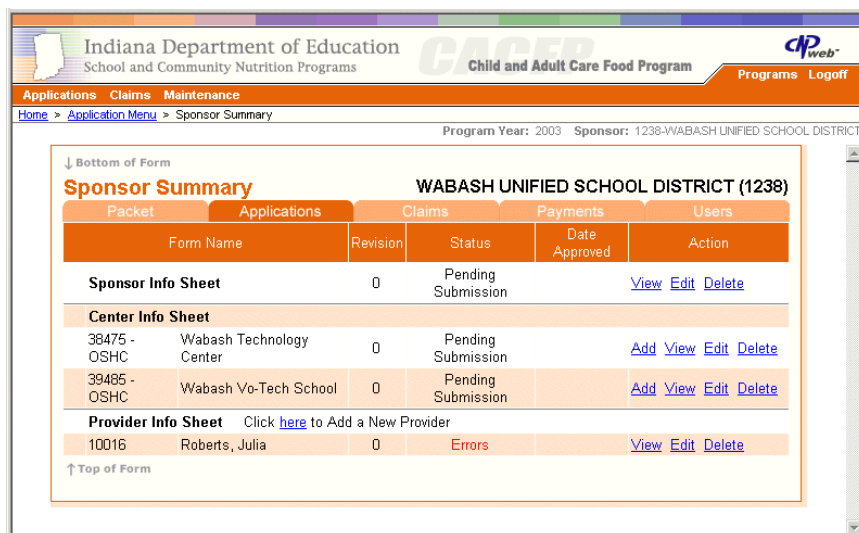
Screen 108: The Sponsor Summary page showing one provider information sheet in progress.



When you submit your provider information sheet, even if it contains errors, the CNPweb updates your packet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Pending Submission		Add View Edit Delete
39485 - OSHC Wabash Vo-Tech School	0	Pending Submission		Add View Edit Delete
Provider Info Sheet				
10016 Roberts, Julia	0	Errors		View Edit Delete

↑ Top of Form

Screen 109: An example of the Sponsor Summary – Applications page showing a provider information sheet with errors.

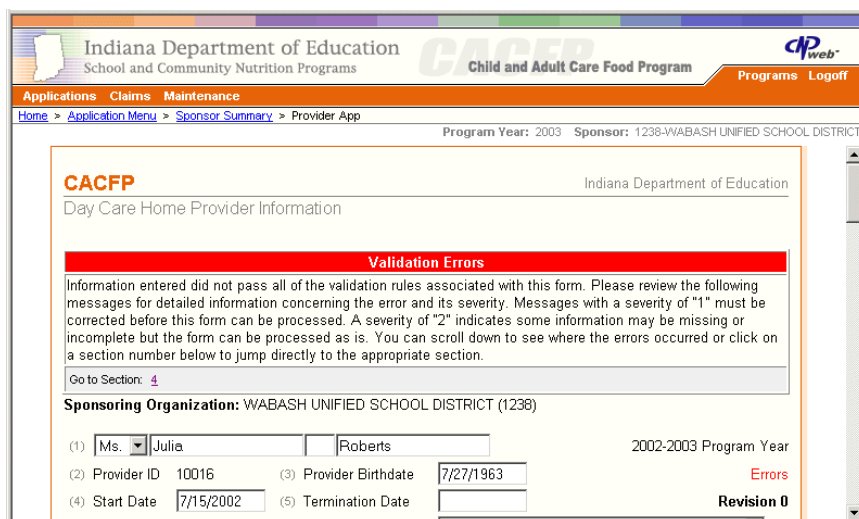
Step 3: Locate the provider information sheet with the ERRORS status.



For more information about the status of provider information sheets, see “Packet and Information Sheet Statuses” on page 18.

Step 4: Click EDIT.

The CNPweb displays the PROVIDER INFORMATION SHEET with error messages visible.



Indiana Department of Education

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary > Provider App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education

Day Care Home Provider Information

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [4](#)

Sponsoring Organization: WABASH UNIFIED SCHOOL DISTRICT (1238)

(1) Ms. Julia Roberts 2002-2003 Program Year

(2) Provider ID 10016 (3) Provider Birthdate 7/27/1963 Errors

(4) Start Date 7/15/2002 (5) Termination Date Revision 0

Screen 110: An example of the Provider Information Sheet with input error messages visible.



From here, you must correct all of the errors on the information sheet and resubmit it. You must repeat this process until all errors have been resolved.

Page Validation Error Message

The *CNPweb* provides you with details about each input error to help you correct the PROVIDER INFORMATION SHEET and successfully submit it.

At the top of the page, the *CNPweb* displays the VALIDATION ERRORS message. This message describes the two types of error messages, and provides a list of the sections that contain input errors.

Validation Errors
Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.
Go to Section: 4

Screen 111: An example of the Provider Information Sheet Validation Errors message showing errors in section 4.



You can scroll through the form to locate the first error, or you can click on the section numbers to jump directly to a section.

Section Validation Error Message

When you view a section of the PROVIDER INFORMATION SHEET that contains an input error, the *CNPweb* provides you with details about each input error within the section.

Section 4 - Validation Errors		
Field No.	Severity	Description
35	1	If Home qualifies for Tier1, Certification Date is required.
Go to Section: 4		

Screen 112: An example of the Provider Information Sheet Validation Errors message showing one error in this section.

The section validation error message provides the following information about each input error in this section:

Status	Description
Field Number	Provides the field number where the error occurs. Each field on this form is given a unique field number.
Severity	<p>The severity of the error is rated as 1 or 2.</p> <ul style="list-style-type: none"> ■ Severity 1 – errors must be correct before the form will be submitted for approval. ■ Severity 2 – errors that do not prevent the form from being submitted for approval. <p>All errors should be corrected on this form.</p>
Description	A statement of the error condition, with information designed to help you fix the error.

Field Validation Error Message

When you view a field of the PROVIDER INFORMATION SHEET that contains an input error, the *CNPweb* provides you with details about that error.

(35) Certification Date <input type="text"/>	Certification Period Remaining (Months):
If Home qualifies for Tier1, Certification Date is required.	

Screen 113: An example of a field error number showing the error description.

The *CNPweb* also marks each field with an input error. The field number appears in red.



*If you place your mouse over the field number, the *CNPweb* displays the error description text.*

Change a Provider Information Sheet

You can make changes to your Child and Adult Care Food Program provider information sheets throughout the program year as necessary. The status of the information sheet determines which procedure you use.

- **Edit the existing sheet** – you can make changes to an existing information sheet if it has not been approved (statuses include ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION).
- **Revise the existing sheet** – you must submit a revision to the existing information sheet if it has been approved (status APPROVED). This way, the *CNPweb* keeps a copy of all approved versions of your provider information sheets.



You cannot make changes to a provider information sheet with the Pending Approval status.

As you can see, the procedure for changing a provider information sheet with any unapproved status is different from the procedure for changing a provider information sheet with the APPROVED status.

Edit a Provider Information Sheet

You can edit a Child and Adult Care Food Program provider information sheet that has not been approved by the DOE. An unapproved information sheet has the ERRORS, PENDING SUBMISSION, and NEEDS CORRECTION statuses.



You can edit an unapproved provider information sheet before you submit your enrollment or renewal packet.

If you submit a revised information sheet that the DOE returns with Needs Correction, you must make the required changes and resubmit the information sheet.

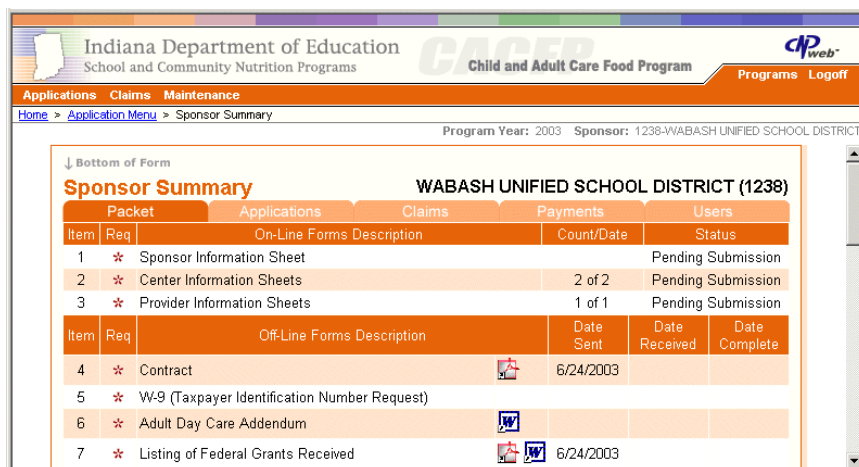
To edit any part of an unapproved provider information sheet:

- Step 1:** Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The *CNPweb* displays the SPONSOR SUMMARY – PACKET page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

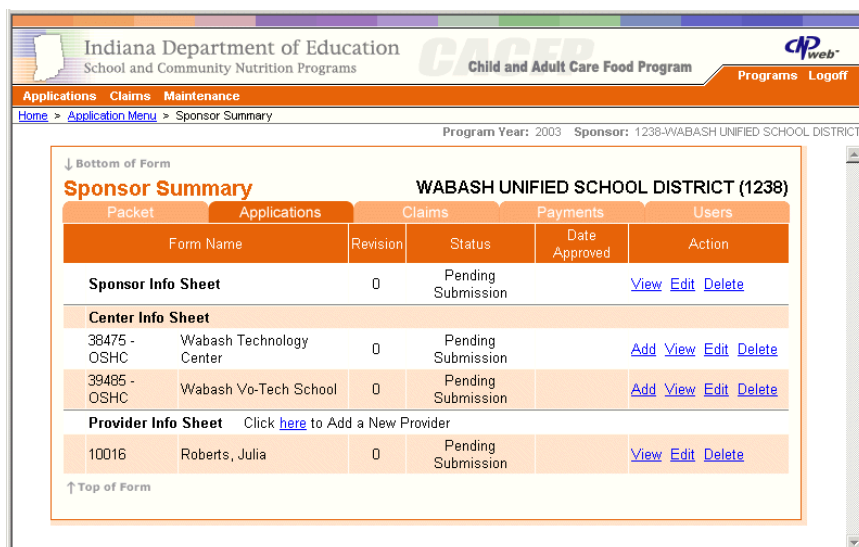
Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Center Information Sheets	2 of 2	Pending Submission
3	★	Provider Information Sheets	1 of 1	Pending Submission

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract	6/24/2003		
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received	6/24/2003		

Screen 114: The Sponsor Summary – Packet page showing one completed provider information sheet for this sponsor.

Step 2: Click the APPLICATIONS tab.
The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC	0	Pending Submission		Add View Edit Delete
39485 - OSHC	0	Pending Submission		Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016	0	Pending Submission		View Edit Delete

↑ Top of Form

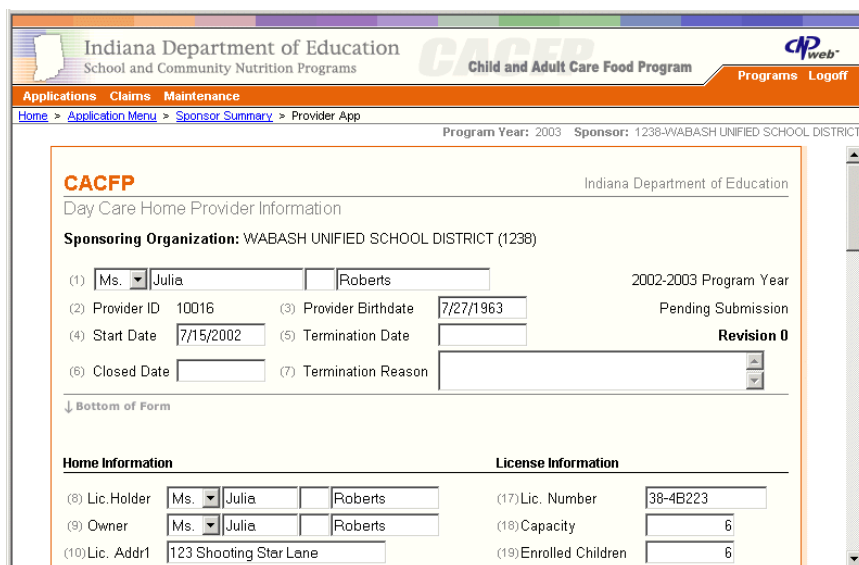
Screen 115: An example of the Sponsor Summary – Applications page showing a completed but unapproved provider information sheet that you can edit.

Step 3: Locate the desired provider information sheet in the list.
Step 4: Click EDIT.



If the Edit option is not available, you cannot edit the provider information sheet. For more information, see "Change a Provider Information Sheet" on page 78.

The CNPweb displays the PROVIDER INFORMATION SHEET.



Screen 116: An example of an unapproved provider information sheet showing the information previously submitted.

Step 5: Make all appropriate changes to the provider information.



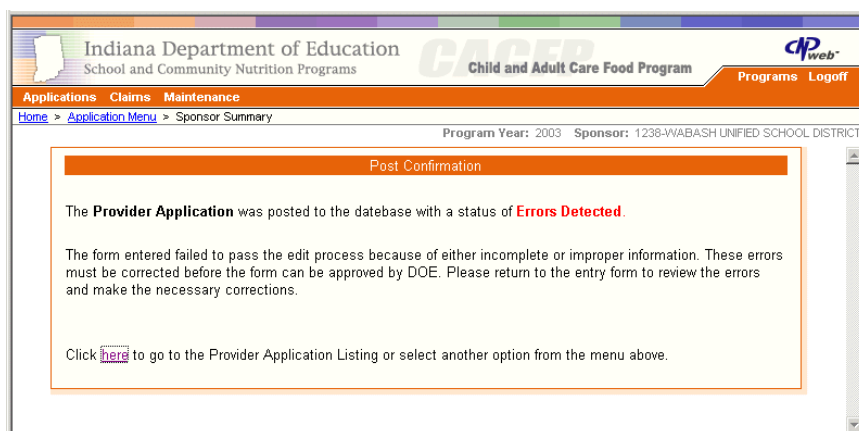
If you are editing a revised information sheet that the DOE returned as Needs Correction, you must also check the box to resubmit the information sheet to the DOE.

For more information, see "Revise a Provider Information Sheet" on page 81.

Step 6: Click SUBMIT.

The *CNPweb* checks your provider information sheet for input errors.

Step 7: If errors are found, the *CNPweb* displays the PROVIDER APPLICATION – POST CONFIRMATION page with the error detection message.



Screen 117: An example of the Provider Application – Post Confirmation page showing the error detection message.



For more information, see "Correct Provider Information Sheet Input Errors" on page 73.

Step 8: If no errors are found, the *CNPweb* displays the PROVIDER APPLICATION – POST CONFIRMATION page with the pending submission status message.



If you submit a revision that contains no errors, the *CNPweb* assigns the Pending Approval status and displays the Provider Application – Post Confirmation page with the pending approval status.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Provider App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Post Confirmation

The **Provider Application** was posted to the database with a status of **Pending Submission**.

When you have completed entering all of the forms required, please submit them to DOE for final approval.

Click [here](#) to go to the Provider Application Listing or select another option from the menu above.

Screen 118: An example of the Provider Application – Post Confirmation page showing the pending submission status message



If you have not submitted your packet, the *CNPweb* places your edited provider information sheet in your packet.

If you have submitted your packet, the *CNPweb* submits your edited provider information sheet to the DOE for review and approval.

Revise a Provider Information Sheet

You can revise an approved Child and Adult Care Food Program provider information sheet. The *CNPweb* keeps track of all information sheet revisions, and submits the revised version to the DOE for review and approval. When the DOE reviews the information sheet, they can either approve it or send it back to you for correction.

When you submit an original information sheet at the start of the program year, you submit it as part of your enrollment or renewal packet. When you revise an approved information sheet during the program year, you submit the information sheet directly to the DOE, apart from your packet. For this reason, you must check a box on the form to submit the revised information sheet to the DOE for review and approval. An example of this checkbox appears below.



If your revised information sheet comes back from the DOE as Needs Correction, you must edit it to make the changes. The submit checkbox appears on the revised form so you can resubmit it to the DOE for approval.

To revise an approved center information sheet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Approved
2	★	Center Information Sheets	2 of 2	Approved
3	★	Provider Information Sheets	1 of 1	Approved
4		Forms Submitted to State for Approval	6/26/2003	Approved
5		Forms Approved by the State	6/26/2003	Approved

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
6	★	Contract	6/24/2003	6/25/2003	6/25/2003
7	★	W-9 (Taxpayer Identification Number Request)	6/25/2003	6/26/2003	6/26/2003
8		Adult Day Care Addendum	6/25/2003	6/26/2003	6/26/2003
9		Listing of Federal Grants Received	6/24/2003	6/25/2003	6/25/2003

Screen 119: The Sponsor Summary – Packet page showing an approved provider information sheet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Approved	6/26/2003	View Revise
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Approved	6/26/2003	Add View Revise
39485 - CCC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
39485 - OSHC Wabash Vo-Tech School	0	Approved	6/26/2003	Add View Revise
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Approved	6/26/2003	View Revise

Screen 120: An example of the Sponsor Summary – Applications page showing an approved provider information sheet.

Step 3: Locate the desired provider information sheet.

Step 4: Click REVISE.



If the Revise option is not available, you cannot submit a revision for the provider information sheet. For more information, see "Change a Provider Information Sheet" on page 78.

The CNPweb displays the PROVIDER INFORMATION SHEET.

Indiana Department of Education
School and Community Nutrition Programs
CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Provider App

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

CACFP Indiana Department of Education
Day Care Home Provider Information

Sponsoring Organization: WABASH UNIFIED SCHOOL DISTRICT (1238)

(1) Ms. Julia Roberts 2002-2003 Program Year
(2) Provider ID 10016 (3) Provider Birthdate 7/27/1963 Pending Submission
(4) Start Date 7/15/2002 (5) Termination Date Revision 1
(6) Closed Date (7) Termination Reason

↓ Bottom of Form

Home Information		License Information	
(8) Lic. Holder	Ms. Julia Roberts	(17) Lic. Number	38-4B223
(9) Owner	Ms. Julia Roberts	(18) Capacity	6
(10) Lic. Addr1	123 Shooting Star Lane	(19) Enrolled Children	6

Screen 121: An example of the Provider Information Sheet showing the information previously submitted.



Notice that the CNPweb updates the revision number at the top of this form.

Step 5: Make all appropriate changes to the provider information.

Step 6: Scroll to the bottom of the page.

Indiana Department of Education
School and Community Nutrition Programs
CACFP Child and Adult Care Food Program

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Sponsor Summary > Provider Info

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

☒ Check here to submit this form to the State for Approval

Created By: cksponsor Date Created: 6/23/2003 Modified By: jmay Date Modified: 6/26/2003

↑ Top of Form

Submit Cancel

Screen 122: An example of the Provider Information Sheet showing the submit revision checkbox.

Step 7: Check the box to submit the form to the DOE for approval.



When you revise an approved information sheet, you must check this box to submit the form to the DOE for approval. This checkbox also appears when you edit a revised information sheet

Step 8: Click SUBMIT.

The *CNPweb* checks your provider information sheet for input errors.

Step 9: If errors are found, the *CNPweb* displays the PROVIDER APPLICATION – POST CONFIRMATION page with the error detection message.

The screenshot shows the Indiana Department of Education (IDOE) School and Community Nutrition Programs website. The page title is 'Child and Adult Care Food Program'. The breadcrumb trail is 'Home > Application Menu > Sponsor Summary'. The page content is titled 'Post Confirmation' and states: 'The **Provider Application** was posted to the database with a status of **Errors Detected**. The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections. Click [here](#) to go to the Provider Application Listing or select another option from the menu above.'

Screen 123: An example of the Provider Application – Post Confirmation page showing the error detection message.



For more information, see "Correct Provider Information Sheet Input Errors" on page 73.

Step 10: If no errors are found, the *CNPweb* displays the PROVIDER APPLICATION – POST CONFIRMATION page with the pending approval status message.

The screenshot shows the same IDOE website as Screen 123, but the breadcrumb trail is 'Home > Application Menu > Sponsor Summary > Provider App'. The page content is titled 'Post Confirmation' and states: 'The **Provider Application** was posted to the database with a status of **Pending Approval**. The form will now be reviewed by DOE for final approval. Click [here](#) to go to the Provider Application Listing or select another option from the menu above.'

Screen 124: An example of the Provider Application – Post Confirmation page showing the pending approval status message.



The CNPweb submits your revised provider information sheet to the DOE for review and approval.

The DOE will either approve your revision (Approved status), or will ask you to make corrections (Needs Correction status). You can tell the status of the revised information sheet on the Sponsor Status – Applications tab.

If the DOE returns your information sheet for correction, you must edit it and make the required changes. For more information about correcting a provider information sheet returned by the DOE, see “Edit a Provider Information Sheet” on page 78.

Review a Provider Information Sheet

At any time, you can review your organization’s Child and Adult Care Food Program provider information sheets. You can view the contents of the current provider information sheet in any status.



Viewing an information sheet only allows you to read the contents. If you want to change the contents, you must either edit an unapproved information sheet, or revise an approved information sheet.

For more information, see “Change a Provider Information Sheet” on page 78.

View the Current Program Year Information Sheet

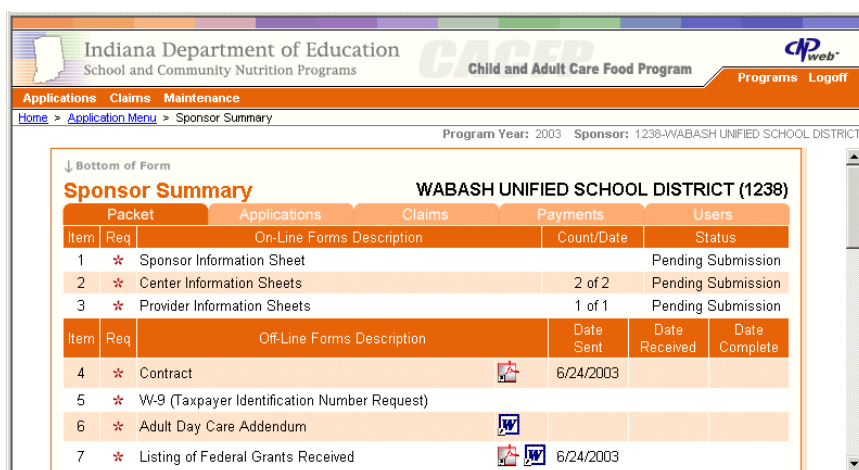
To review your organization’s Child and Adult Care Food Program day care home provider information sheet for the current program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



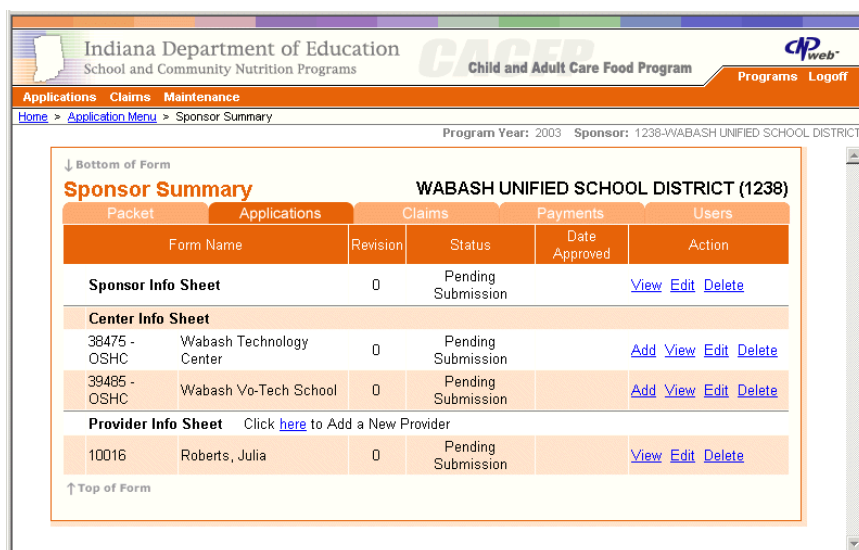
Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Center Information Sheets	2 of 2	Pending Submission
3	★	Provider Information Sheets	1 of 1	Pending Submission

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract	6/24/2003		
5	★	W-9 (Taxpayer Identification Number Request)			
6	★	Adult Day Care Addendum			
7	★	Listing of Federal Grants Received	6/24/2003		

Screen 125: The Sponsor Summary – Packet page showing an unapproved original provider information sheet.

Step 2: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

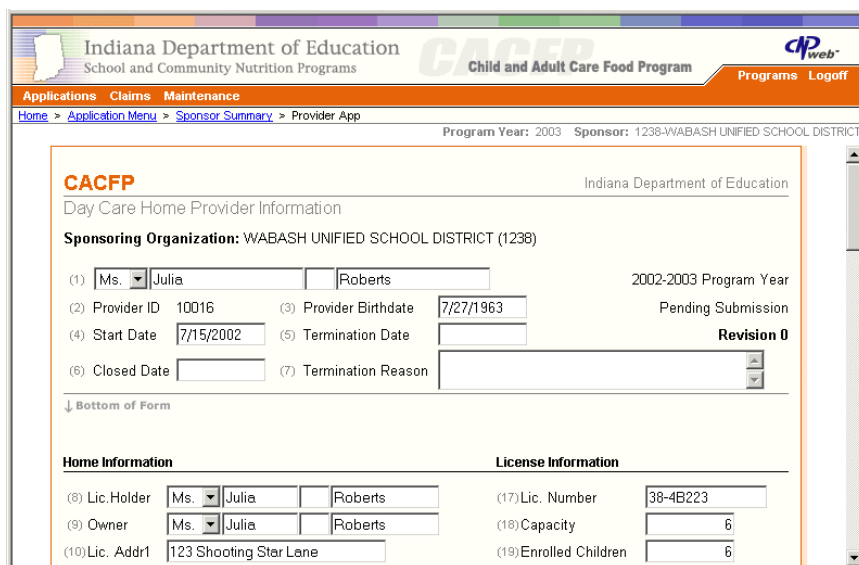


Screen 126: An example of the Sponsor Summary – Applications page showing an unapproved provider information sheet that you can view.

Step 3: Select the desired provider information sheet.

Step 4: Click VIEW.

The CNPweb displays the PROVIDER INFORMATION SHEET.



Screen 127: An example of an unapproved original Provider Information Sheet showing the information previously submitted.

Step 5: View the provider information sheet contents.

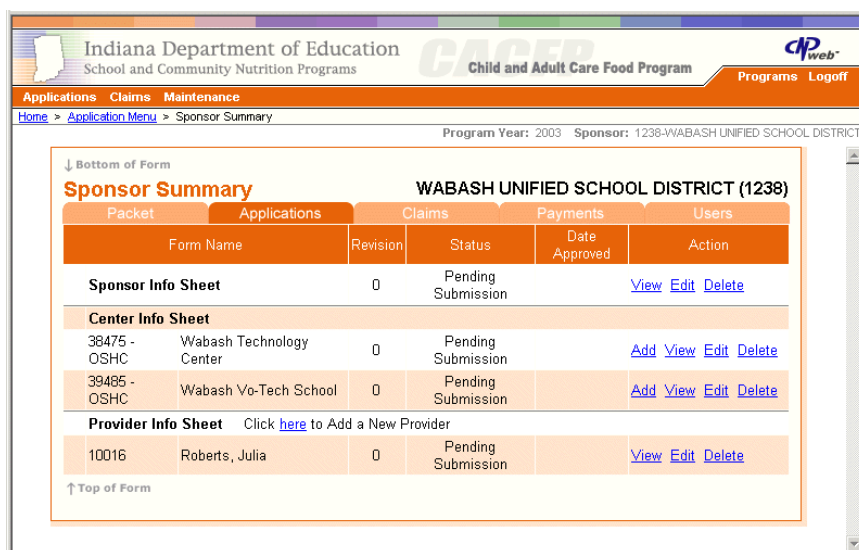


If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 6: Scroll to the bottom of the page.

Step 7: Click CANCEL.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485 - OSHC	Wabash Vo-Tech School	0	Pending Submission	Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016	Roberts, Julia	0	Pending Submission	View Edit Delete

↑ Top of Form

Screen 128: An example of the Sponsor Summary – Applications page showing an unapproved original provider information sheet.



If other versions of your information sheet are available, you can review them at this time.

View a Previous Program Year Information Sheet

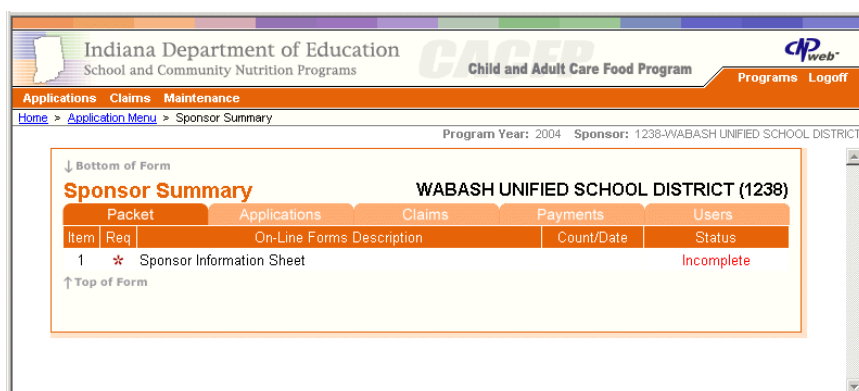
To review your organization's Child and Adult Care Food Program provider information sheet for a previous program year:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2004 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status
1	*	Sponsor Information Sheet		Incomplete

↑ Top of Form

Screen 129: The Sponsor Summary – Packet page for the 2004 program year.

Step 2: Click PROGRAM YEAR.



For more information, see "Page Content Overview" on page 4.

The CNPweb displays the PROGRAM YEAR SELECTION page.

Program Year	Program Begin Date	Program End Date
2003	October 1, 2002	September 30, 2003
2004	October 1, 2003	September 30, 2004
2005	October 1, 2004	September 30, 2005

Screen 130: An example of the Program Year Selection page.

Step 3: Select the desired program year.



You can only view a previous program year's information sheet if you used the CNPweb to submit this sheet.

The CNPweb displays the SPONSOR SUMMARY – PACKET page for the selected program year.

Step 4: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page for the selected program year.

Packet	Applications	Claims	Payments	Users
Sponsor Info Sheet	1	Approved	6/28/2003	View Revise
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Approved	6/26/2003 Add View Revise
39485 - CCC	Wabash Vo-Tech School	0	Approved	6/26/2003 Add View Revise
39485 - OSHC	Wabash Vo-Tech School	0	Approved	6/26/2003 Add View Revise
Provider Info Sheet	Click here to Add a New Provider			
10016	Roberts, Julia	0	Approved	6/26/2003 View Revise

Screen 131: An example of the Sponsor Summary – Applications page showing an approved original provider information sheet for the selected program year.



If your organization submitted multiple revisions to the provider information sheet during the selected program year, the most current version automatically displays.

Other versions can be accessed by clicking on the plus sign.

Step 5: Select the desired provider information sheet.

Step 6: Click VIEW.

The **CNPweb** displays the selected PROVIDER INFORMATION SHEET for the selected program year.

Screen 132: An example of the Provider Information Sheet showing the information previously submitted in the selected program year.

Step 7: View the provider information sheet contents.

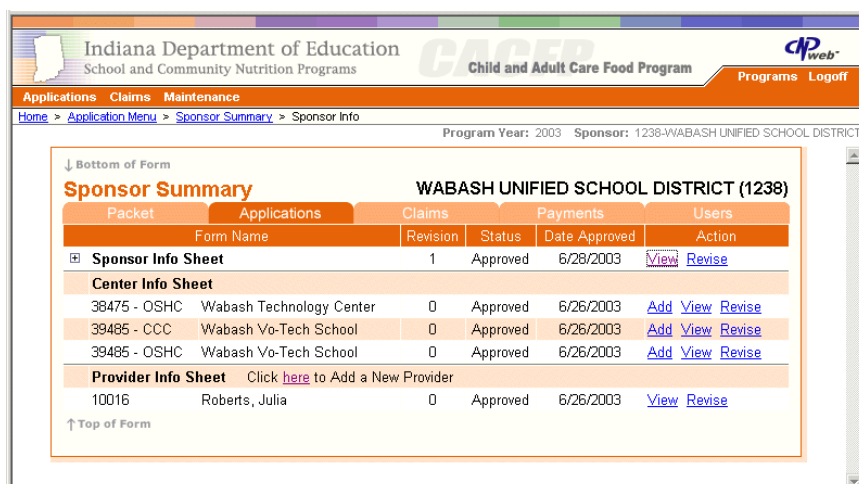


If you are viewing a revised information sheet, the changes appear highlighted in yellow.

Step 8: Scroll to the bottom of the page.

Step 9: Click CANCEL.

The **CNPweb** displays the SPONSOR SUMMARY – APPLICATIONS page.



Screen 133: An example of the Sponsor Summary – Applications page for the selected program year.



If other versions of your information sheet are available, you can review them at this time.

You must remember to change the program year back to the current program year before performing other CNPweb functions.

Delete a Provider Information Sheet

Occasionally, you may need to delete a Child and Adult Care Food Program provider information sheet that you entered by mistake. You can delete a provider information sheet before it has been approved. If you discover the mistake after it has been approved, you can only edit the sheet.



Do not attempt to delete a provider information sheet for a provider that is no longer participating in the Child and Adult Care Food Program. This is handled by the DOE.

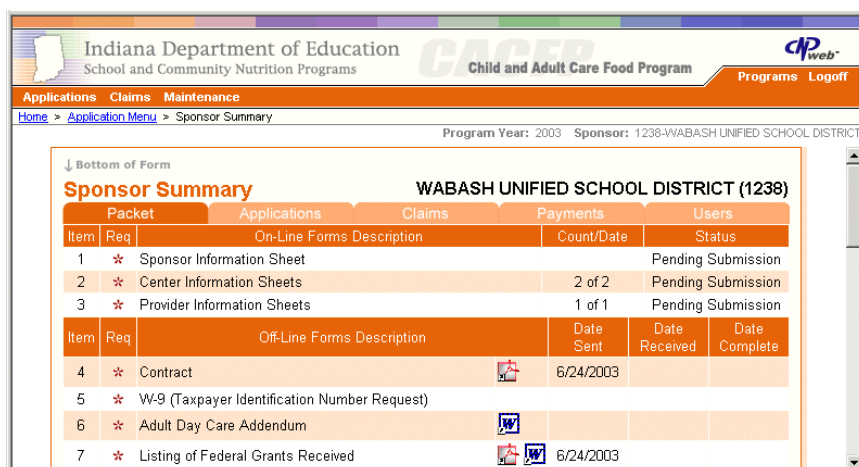
To delete an unapproved provider information sheet from the packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see “Access the Sponsor Summary Page” on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

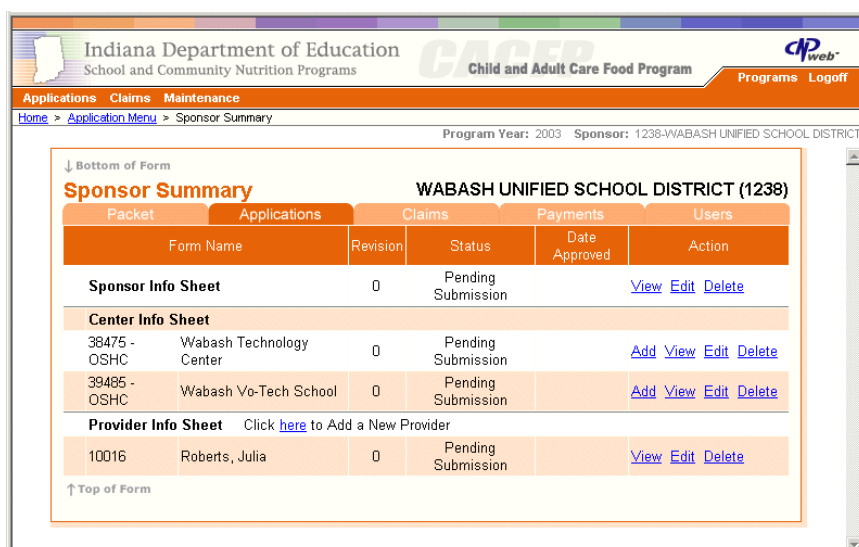
Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Status
1	*	Sponsor Information Sheet		Pending Submission
2	*	Center Information Sheets	2 of 2	Pending Submission
3	*	Provider Information Sheets	1 of 1	Pending Submission

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	*	Contract	6/24/2003		
5	*	W-9 (Taxpayer Identification Number Request)			
6	*	Adult Day Care Addendum			
7	*	Listing of Federal Grants Received	6/24/2003		

Screen 134: The Sponsor Summary – Packet page showing an unapproved provider information sheet.

Step 2: Click the APPLICATIONS tab.
The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Pending Submission		Add View Edit Delete
39485 - OSHC Wabash Vo-Tech School	0	Pending Submission		Add View Edit Delete
Provider Info Sheet				
10016 Roberts, Julia	0	Pending Submission		View Edit Delete

↑ Top of Form

Screen 135: An example of the Sponsor Summary – Applications page showing an unapproved provider information sheet that you can delete.

Step 3: Locate the desired provider information sheet.

Step 4: Click DELETE.



If the delete option is not available, you cannot delete the provider information sheet.

The CNPweb displays the PROVIDER INFORMATION SHEET.

Screen 136: An example of the Provider INFORMATION SHEET.

Step 5: Scroll to the bottom of the page.

Screen 137: An example of the Delete button at the bottom of the Provider Information Sheet.

Step 6: Click DELETE.



If you do not want to delete this provider information sheet, click Cancel.

The CNPweb deletes the selected provider information sheet and displays the confirmation message.

Screen 138: An example of the Provider Application – Post Confirmation page.

6 Submit Your Packet

Packet Overview

After completing all of the components of your organization's enrollment or renewal packet, you are ready to submit your packet to the DOE.

Before you submit your packet, you must review the status of each information sheet to make sure your packet is ready. You cannot submit your packet until:

- Your sponsor information sheet has the PENDING SUBMISSION status
- All center information sheets have the PENDING SUBMISSION status (if required for your organization)
- All provider information sheets have the PENDING SUBMISSION status (if required for your organization)
- You have submitted all offline forms to the DOE and reported the submission date in the SPONSOR SUMMARY page.



Once you submit your packet, you cannot make changes to your information sheets until they are approved by the DOE. Make sure they are complete and accurate before you submit them.

Review Your Packet

To submit your enrollment or renewal packet to the DOE for approval:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs

Child and Adult Care Food Program

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Submission	
2	★	Center Information Sheets	2 of 2	Pending Submission	
3	★	Provider Information Sheets	1 of 1	Pending Submission	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract	6/24/2003		
5	★	W-9 (Taxpayer Identification Number Request)	6/25/2003		
6	★	Adult Day Care Addendum	6/25/2003		
7	★	Listing of Federal Grants Received	6/24/2003		
8	★	Audit Certification Form	6/24/2003		

Screen 139: The Sponsor Summary – Packet page showing all required information sheets with the pending submission status.

Step 2: Make sure that all of the required types of information sheets for your organization have the PENDING SUBMISSION Status.



If one or more do not have the Pending Submission status, you must review these applications and get them to the Pending Submission status.

- For more information, see “Sponsor Information Sheet” on page 21.
- For more information, see “Center Information Sheet” on page 45.
- For more information, see “Provider Information Sheet” on page 69.

Step 3: Scroll through the SPONSOR SUMMARY – PACKET page to make sure that you have reported the submission date for each required offline document.



When your packet is ready to submit, the Submit button appears at the bottom of the page.

Step 4: Click the APPLICATIONS tab.
The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.

Indiana Department of Education
School and Community Nutrition Programs
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

↓ Bottom of Form

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Center Info Sheet				
38475 - OSHC	Wabash Technology Center	0	Pending Submission	Add View Edit Delete
39485 - OSHC	Wabash Vo-Tech School	0	Pending Submission	Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016	Roberts, Julia	0	Pending Submission	View Edit Delete

↑ Top of Form

Screen 140: An example of the Sponsor Summary – Applications page showing all individual information sheets with the Pending Submission status.

Step 5: View each of the information sheets to make sure that they are complete and accurate (if necessary).



Make sure that you have submitted a separate center information sheet for each CACFP program implemented at each center.

Make sure that you have submitted an information sheet for each provider.

Step 6: Click PACKET.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.

Indiana Department of Education
School and Community Nutrition Programs
Child and Adult Care Food Program

Applications Claims Maintenance
Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

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Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Status
1	★	Sponsor Information Sheet		Pending Submission
2	★	Center Information Sheets	2 of 2	Pending Submission
3	★	Provider Information Sheets	1 of 1	Pending Submission

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract	6/24/2003		
5	★	W-9 (Taxpayer Identification Number Request)	6/25/2003		
6	★	Adult Day Care Addendum	6/25/2003		
7	★	Listing of Federal Grants Received	6/24/2003		
8	★	Audit Certification Form	6/24/2003		

Screen 141: The Sponsor Summary – Packet page showing all required information sheets with the pending submission status.



Once you submit your packet, you cannot make changes to your information sheets until they are approved by the DOE. Make sure they are complete and accurate before you submit them.

Submit Your Packet

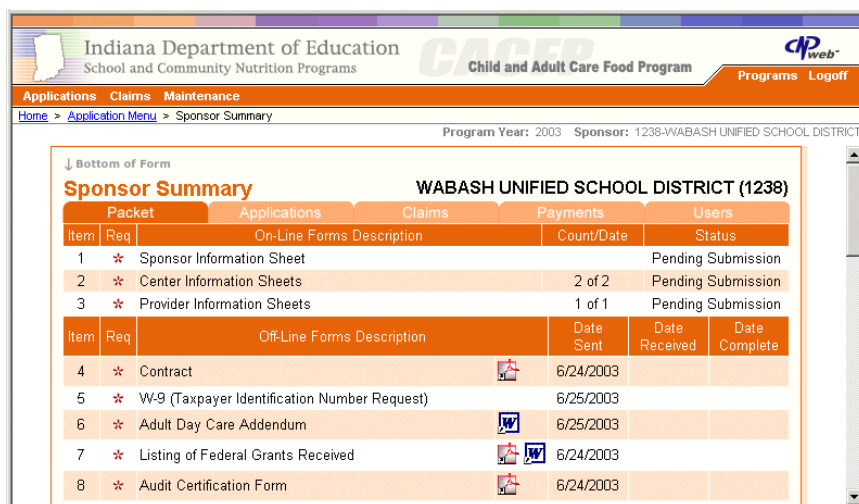
To submit your enrollment or renewal packet to the DOE for approval:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



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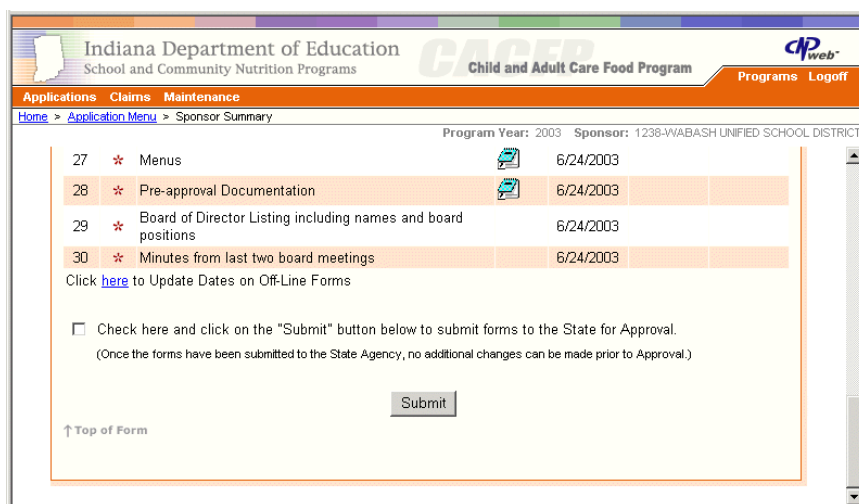
Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	*	Sponsor Information Sheet		Pending Submission	
2	*	Center Information Sheets	2 of 2	Pending Submission	
3	*	Provider Information Sheets	1 of 1	Pending Submission	

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	*	Contract	6/24/2003		
5	*	W-9 (Taxpayer Identification Number Request)	6/25/2003		
6	*	Adult Day Care Addendum	6/25/2003		
7	*	Listing of Federal Grants Received	6/24/2003		
8	*	Audit Certification Form	6/24/2003		

Screen 142: The Sponsor Summary – Packet page showing all required information sheets with the pending submission status.

Step 2: Scroll to the bottom of the page.



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27	*	Menus	6/24/2003		
28	*	Pre-approval Documentation	6/24/2003		
29	*	Board of Director Listing including names and board positions	6/24/2003		
30	*	Minutes from last two board meetings	6/24/2003		

Click [here](#) to Update Dates on Off-Line Forms

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

Submit

↑ Top of Form

Screen 143: An example of the Submit button on the Sponsor Summary – Packet page.



The Submit button appears when all of your information sheets have the Pending Submission status, and all of the required offline forms have a submission date.

Step 3: Check the box above the SUBMIT button.

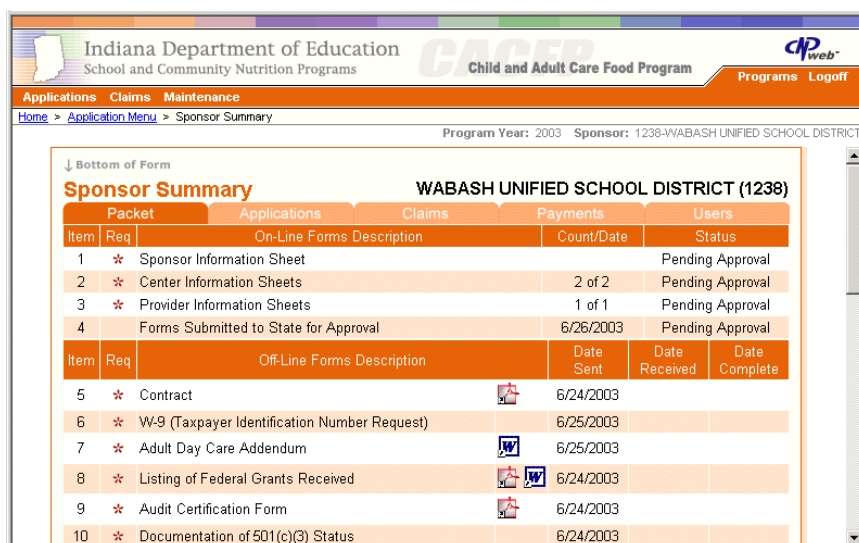


Once you submit your packet, you cannot make changes to your information sheets until they are approved by the DOE. Make sure they are complete and accurate before you submit them.

For more information, see “Review Your Packet” on page 93.

Step 4: Click SUBMIT.

The CNPweb submits your packet to the DOE for approval and displays the SPONSOR SUMMARY – PACKET page with updates.



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Applications Claims Maintenance Programs Logoff

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Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

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Sponsor Summary

WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	*	Sponsor Information Sheet		Pending Approval	
2	*	Center Information Sheets	2 of 2	Pending Approval	
3	*	Provider Information Sheets	1 of 1	Pending Approval	
4		Forms Submitted to State for Approval	6/26/2003	Pending Approval	

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
5	*	Contract	6/24/2003		
6	*	W-9 (Taxpayer Identification Number Request)	6/25/2003		
7	*	Adult Day Care Addendum	6/25/2003		
8	*	Listing of Federal Grants Received	6/24/2003		
9	*	Audit Certification Form	6/24/2003		
10	*	Documentation of 501(c)(3) Status	6/24/2003		

Screen 144: An example of the Sponsor Summary – Packet page after submitting your packet.

Correct Your Packet

When the DOE reviews your packet, they can:

- **Approve your packet** – this approves each of the information sheets that make up your packet.
- **Return your packet for corrections** – this allows you to fix any information sheets that did not meet the DOE’s approval. The rejected information sheet has the NEEDS CORRECTION status.

If the DOE returns your packet with one or more information sheets that need correction, you must fix all of them and resubmit your packet for approval.



For more information, see “Packet and Information Sheet Statuses” on page 18.

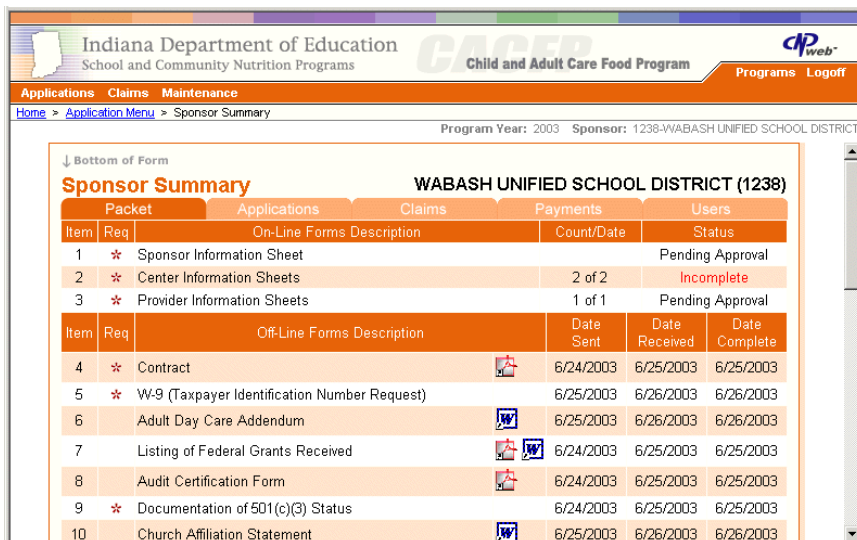
To correct any problems with the information sheets in your enrollment or renewal packet:

Step 1: Display the SPONSOR SUMMARY page.



For more information, see "Access the Sponsor Summary Page" on page 2.

The CNPweb displays the SPONSOR SUMMARY – PACKET page.



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Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Item	Req	On-Line Forms Description	Count/Date	Users	Status
1	★	Sponsor Information Sheet			Pending Approval
2	★	Center Information Sheets	2 of 2		Incomplete
3	★	Provider Information Sheets	1 of 1		Pending Approval

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
4	★	Contract	6/24/2003	6/25/2003	6/25/2003
5	★	W-9 (Taxpayer Identification Number Request)	6/25/2003	6/26/2003	6/26/2003
6		Adult Day Care Addendum	6/25/2003	6/26/2003	6/26/2003
7		Listing of Federal Grants Received	6/24/2003	6/25/2003	6/25/2003
8		Audit Certification Form	6/24/2003	6/25/2003	6/25/2003
9	★	Documentation of 501(c)(3) Status	6/24/2003	6/25/2003	6/25/2003
10		Church Affiliation Statement	6/25/2003	6/26/2003	6/26/2003

Screen 145: The Sponsor Summary – Packet page showing the center information sheets as incomplete (needs correction).

Step 2: Review the packet contents to see which type of information sheet has the INCOMPLETE status.

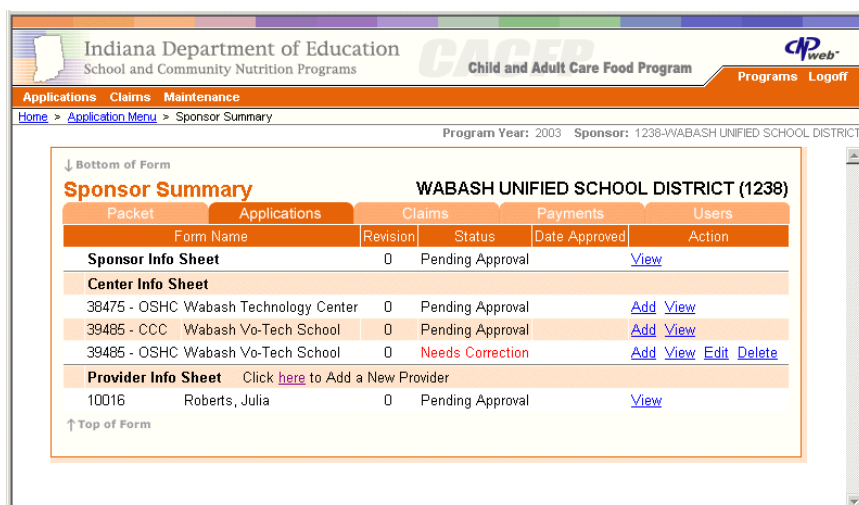


The type of information sheet has the Incomplete status when one or more of the individual information sheets have been returned for correction.

For more information, see "Packet and Information Sheet Statuses" on page 18.

Step 3: Click the APPLICATIONS tab.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page.



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Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Approval		View
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Pending Approval		Add View
39485 - CCC Wabash Vo-Tech School	0	Pending Approval		Add View
39485 - OSHC Wabash Vo-Tech School	0	Needs Correction		Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Pending Approval		View

↑ Top of Form

Screen 146: The Sponsor Summary – Applications page showing one center information sheet marked for correction.

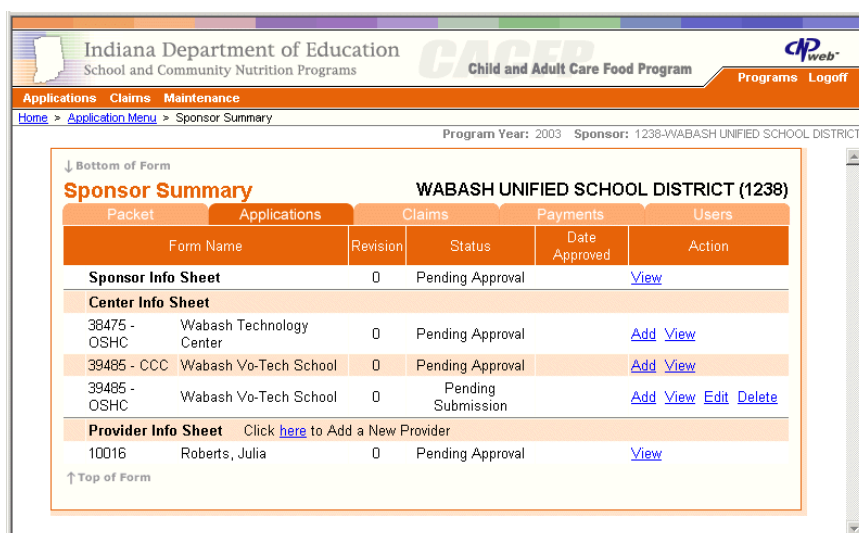
Step 4: Edit the information sheet that requires correction.



You have to edit each of the information sheets marked Needs Correction.

- For more information, see “Edit a Sponsor Information Sheet” on page 30.
- For more information, see “Edit a Center Information Sheet” on page 55.
- For more information, see “Edit a Provider Information Sheet” on page 78.

The CNPweb displays the SPONSOR SUMMARY – APPLICATIONS page with the updated information sheet status.



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Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Packet	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Approval		View
Center Info Sheet				
38475 - OSHC Wabash Technology Center	0	Pending Approval		Add View
39485 - CCC Wabash Vo-Tech School	0	Pending Approval		Add View
39485 - OSHC Wabash Vo-Tech School	0	Pending Submission		Add View Edit Delete
Provider Info Sheet Click here to Add a New Provider				
10016 Roberts, Julia	0	Pending Approval		View

↑ Top of Form

Screen 147: The Sponsor Summary – Applications page showing the center application that needed correction is now pending submission.

Step 5: Repeat **Step 5** for each information sheet marked NEEDS CORRECTION.



For more information, see "Packet and Information Sheet Statuses" on page 18.

Corrected information sheets have the Pending Submission status.

Step 6: Click the PACKET tab.

Step 7: Scroll to the bottom of the page.

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26	Media Release	6/25/2003	6/26/2003	6/26/2003
27	* Menus	6/24/2003	6/25/2003	6/25/2003
28	* Pre-approval Documentation	6/24/2003	6/25/2003	6/25/2003
29	* Board of Director Listing including names and board positions	6/24/2003	6/25/2003	6/25/2003
30	* Minutes from last two board meetings	6/24/2003	6/25/2003	6/25/2003

Click [here](#) to Update Dates on Off-Line Forms

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

[↑ Top of Form](#)

Submit

Screen 148: An example of the Submit button on the Sponsor Summary – Packet page.



The Submit button appears when all of your information sheets have the Pending Submission status, and all of the required offline forms have a submission date.

Step 8: Check the box above the SUBMIT button.

Step 9: Click SUBMIT.

The CNPweb submits your updated packet to the DOE for review and approval and displays the SPONSOR SUMMARY – PACKET page.

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CACFP Child and Adult Care Food Program

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Sponsor Summary **WABASH UNIFIED SCHOOL DISTRICT (1238)**

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description	Count/Date	Status	
1	★	Sponsor Information Sheet		Pending Approval	
2	★	Center Information Sheets	2 of 2	Pending Approval	
3	★	Provider Information Sheets	1 of 1	Pending Approval	
4		Forms Submitted to State for Approval	6/26/2003	Pending Approval	
Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
5	★	Contract	6/24/2003	6/25/2003	6/25/2003
6	★	W-9 (Taxpayer Identification Number Request)	6/25/2003	6/26/2003	6/26/2003
7		Adult Day Care Addendum	6/25/2003	6/26/2003	6/26/2003
8		Listing of Federal Grants Received	6/24/2003	6/25/2003	6/25/2003
9		Audit Certification Form	6/24/2003	6/25/2003	6/25/2003

Screen 149: An example of the Sponsor Summary – Packet page showing the packet has been resubmitted to the DOE for approval.

Indiana Department of Education

***Child and Adult Care Food Program
Sponsor Training Manual – Sponsor Enrollment
Feedback Form***

Please help us continually improve our service by letting us know how well this training manual met your needs.

- | | | |
|--|-----|----|
| 1. It was easy to download and print this training manual. | Yes | No |
|--|-----|----|
-

If NO, please explain your difficulties.

- | | | |
|--|-----|----|
| 2. This training manual contains accurate information. | Yes | No |
|--|-----|----|
-

If NO, please provide detailed feedback about what was incorrect, including the page number where the information was found

- | | | |
|--|-----|----|
| 3. This training manual was easy to use. | Yes | No |
|--|-----|----|
-

If NO, please provide examples where you had difficulties using the manual, including the page numbers where you had problems.

- | | | |
|--|--|--|
| 4. Please provide us with any other feedback about this training manual. | | |
|--|--|--|
-

Thank you for taking the time to answer these questions.

Please fax your completed form to Indiana DOE at (317) 232-0855.